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January 12, 1959

Proceedings of the regular meeting of the Library Commission held Tuesday, January 6, 1959, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 p.m. by President Simon.

The Pledge of Allegiance to the Flag was led by Commissioner Schwabacher.

On roll call the following were noted present: Commissioners Fanucchi, Moore, O'Brien, Schwabacher, Simon, Turner, Vavuris, Vayssie and Wu. Absent: Commissioners McGregor and Mohr.

Commissioner Schwabacher moved and Commissioner Vavuris seconded that the minutes of the December meeting be approved and placed on file. There being no objection, it was so ordered.

SURVEY STUDY COMMITTEE

Chairman Moore reported that the committee had met prior to the Commission meeting. He stated that the following representatives of the Library Department staff had met with the committee to present their views on Sunday operation at the Main Library: Mrs. Marjorie Ford; Mrs. Vivian Goodwin; Mrs. Mary Moses; Miss Anne M. Farrell; Miss Betty Schwabacher; Mr. William Ramirez. The chairman informed the Commission that the six representatives had pointed out potential operational and staffing difficulties in rearranging the hours of work to provide for adequate Sunday service, but that they had been asked to cooperate with the Commission's plan by giving the new schedule a fair trial. General discussion followed.

Chairman Moore added that because of the time spent in discussing the matter of limited Sunday operation the most recent information received from Mr. Emerson Greenaway had not been reviewed thoroughly. He pointed out, however, that Mr. Greenaway had suggested making progressive steps to implement the major survey recommendations within four major categories: the system as a whole; the main library, the branch libraries; the Library Commission.

Following discussion of what the relationship should be between the survey recommendations and the first year budget requests, Chairman Moore moved, Commissioner Schwabacher seconded and the Commission by unanimous action voted to request that the City Librarian use the Greenaway recommendations as a framework within which to prepare the forthcoming budget requests.

POLICY AND PROCEDURES COMMITTEE

Chairman Fanucchi reported progress for her committee.

LIBRARY OPERATIONS COMMITTEE

A communication, the contents of which served to clarify the

A communication was received from Mrs. Mary Hall Cleary, Librarian, Public Library, Dunsboro, Maine, requesting information on the Library Service Act.

Librarian Bennett reported progress for her committee.

POLICY AND PROCEDURE COMMITTEE

Chairman Hancock reported progress on a proposed action which would be required for the Dunsboro Public Library.

Following discussion of what the relationship should be between the Library Commission and the first Dunsboro Regional Public Library, Chairman Hancock was instructed to request that the City Solicitor and Corporation Counsel furnish an opinion on the following:

1. Can the Dunsboro Public Library Board of Trustees, by majority vote, dissolve the Library Association and thereby become a City Department?

2. Can the Dunsboro Public Library Board of Trustees, by majority vote, dissolve the Library Association and thereby become a City Department, and at the same time retain the present Board of Trustees as an Advisory Board to the Commission?

3. Can the Dunsboro Public Library Board of Trustees, by majority vote, dissolve the Library Association and thereby become a City Department, and at the same time retain the present Board of Trustees as an Advisory Board to the Commission, with the power to appoint its successors?

4. Can the Dunsboro Public Library Board of Trustees, by majority vote, dissolve the Library Association and thereby become a City Department, and at the same time retain the present Board of Trustees as an Advisory Board to the Commission, with the power to appoint its successors, and with the power to expend their votes on Library operation at the main library and branches?

Chairman Hancock reported that the Committee had met prior to the Commission meeting. He stated that the following recommendations were made: Commissioner Dunbar moved and Commissioner Vorpris seconded that the minutes of the December meeting be approved and placed on file. There being no objection, it was so ordered.

SUNDRY BUSINESS (CONT'D)

Chairman Hancock reported that Commissioner Vorpris attended the meeting of the Dunsboro Library Association on January 9, 1959, as the Commission's representative.

The meeting was noted to order at 7:35 p.m. by President Hancock.

Dunsboro, January 6, 1959, at the Commissioners' room, main library.

Proceedings of the regular meeting of the Library Commission held

question of accessability of the public convenience facilities in the Civic Center Garage project, had been received from Mr. George S. Harman, Supervising Engineer of the Recreation and Park Department, Chairman Vavuris reported.

The chairman noted that no information had been received relative to the possible relocation of the Sutro Branch of the California State Library. There was agreement that an effort should be made to try to keep the Sutro collection where it could be used in conjunction with the general reference collection of the San Francisco Public Library. Commissioner Schwabacher suggested that a letter be directed to Governor Brown asking for consideration of the entire Sutro matter at his convenience.

Mrs. Iris E. Mote's letter to President Simon was read by Chairman Vavuris. Since Mrs. Mote' was present, Commission members asked her the reasons for her displeasure with branch library service. She was informed that she would be invited to attend the next meeting of the Operations Committee.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Moore stated that although the North Beach Branch Library had been accepted that certain exceptions had been taken by the Bureau of Architecture to the work of the building contractor. These exceptions were summarized by the chairman who also explained that replacement would be made of plants and exterior lighting fixtures which had been stolen at the branch. Chairman Moore moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to have invitations, programs and special certificates for the members of the citizens committee printed at library expense for the dedication of the North Beach Branch Library to be held February 5, 1959.

WELFARE OF EMPLOYEES COMMITTEE

Chairman O'Brien moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #90

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of December 1958 be approved:

C152 WATCHMAN

Owen, Robert (OA)

01 Chauffeur

Kelly, Francis J. (Form #1594)

X52 LIBRARY PAGE

McCloy, Patrick J. (Form #1078)

(Continued next page)

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

Form No.	Name	Form No.	Name
1590	Brady, Ralph	1597	Lane, Thomas
"	Winther, Richard	1599	Smith, Harriet
1591	Stallings, Selma	1601	Brown, Malcolm
1592	Michalske, Robert	1602	Domingues, Mary
1595	Fowler, Martha	1603	Spitalny, Lloyd
1596	Ehrmann, Barbara	"	Hongisto, Donald

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X42 LIBRARIAN, Part-time	X52 LIBRARY PAGE, Part-time
Howard, Frances	Callan, Terry
Blechman, Marilyn	Manning, William
	McElligott, Peter

A copy of the communication directed to the Civil Service Commission by the B210, Office Assistants, assigned to the Library Department protesting the salary recommendation made for the 1959-60 fiscal year was summarized by Chairman O'Brien. Commissioner Vavuris moved and Commissioner Schwabacher seconded that the protest be noted and the copy of the letter placed on file. There being no objection, it was so ordered.

BOOKS AND ART COMMITTEE

Chairman Vayssie informed the Commission that a gift of three volumes had been made to the Library Department by Commissioner Campbell McGregor. The chairman moved, Commissioner Moore seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #91

WHEREAS Library Commissioner Campbell McGregor has contributed three definitive and handsome volumes describing and illustrating material on the subject, "Modern Opera Houses and Theatres", and

WHEREAS This gift marks an important addition to the holdings of the San Francisco Public Library; now therefore, be it

RESOLVED That the Library Commission wishes to extend to Commissioner McGregor its warmest appreciation and regard for his generous and welcome contribution.

The question of the installation of the Bufano statue depicting

peace and knowledge in the patio of the North Beach Branch Library was raised by Chairman Vayssie. Mr. Clarke stated that because the patio area was under the jurisdiction of the Recreation and Park Department he had written to that department outlining the proposal made by Mr. Bufano. No reply had been received to date, the City Librarian stated.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Schwabacher presented the committee report. Commissioner Fanucchi moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to approve the following Library Department expenditures for December 1958 and the estimated expenses for January 1959:

	Expenditures December 1958	Est. Expenses January 1959
Salaries and Wages	$100,154.52	$100,500.00
Contractual Services	3,403.20	2,000.00
Binding	---	13,230.00
Books, Binding Mat., Catalog Cards	16,352.63	18,000.00
Materials and Supplies	653.70	1,000.00
Equipment	1,033.24	1,500.00
Membership Dues	103.50	100.00
Maintenance & Repair of Buildings	5,045.00	5,045.00
Maintenance & Repair of Auto Equip.	100.00	150.00
Services of Other Departments	1,250.00	1,250.00
Reproduction Service	28.78	50.00
Scavenger Service	125.48	125.48
Telephone and Telegraph	200.00	200.00
Window Washing	199.00	777.00
Gasoline, Oil and Fuel	106.03	100.00
Drygoods	---	50.00
Compensation Insurance	63.70	65.00
Fidelity Insurance	20.00	---
Retirement and Pensions	8,536.00	8,536.00
Branch Rentals	1,175.00	1,175.00
Heat, Light and Power	2,269.54	2,500.00
TOTALS	$140,819.32	$156,353.48

It was moved by Commissioner Fanucchi, seconded by Commissioner Vavuris and unanimously adopted that the list of books and government documents on economic and political subjects in the amount of $1,474.58 purchased from the Fuhrman Bequest Fund, as submitted by the Librarian, be approved.

Chairman Schwabacher presented the following resolution for consideration:

RESOLUTION # 92

RESOLVED That the Library Commission hereby approves the request for a supplemental budget appropriation in the amount of $18,600.00

to provide funds for temporary wages for the remainder of the 1958-59 fiscal year.

Commissioner Fanucchi moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to approve the resolution as presented.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Chairman Wu reported progress for his committee.

PUBLIC RELATIONS COMMITTEE

In the absence of Chairman Mohr Commissioner Moore presented the committee report. He called attention to the list of organizations using meeting rooms in the main and branch libraries. Commissioner Vayssie stated that at one time groups desiring to use library meeting rooms on a continuing basis were requested to seek permission for such use through the Library Commission once each year. He suggested that since the use of meeting rooms was granted as a courtesy that groups and organizations be asked to re-establish their annual requests.

President Simon announced that nominations for Commission offices for the 1959 term were in order.

Commissioner Moore nominated Commissioner Schwabacher for the office of Commission President. The nomination was seconded by Commissioner O'Brien. Commissioner Fanucchi moved and Commissioner Wu seconded that the nominations for President be closed. The motion was adopted and the Secretary was instructed to record a unanimous ballot for Commissioner Schwabacher.

Commissioner Fanucchi nominated Commissioner Moore for the office of First Vice-President. The nomination was seconded by Commissioner O'Brien. Commissioner Vayssie moved and Commissioner Vavuris seconded that the nominations for First Vice-President be closed. The motion was adopted and the Secretary was instructed to record a unanimous ballot for Commissioner Moore.

Commissioner Vayssie nominated Commissioner Fanucchi for the office of Second Vice-President. The nomination was seconded by Commissioner O'Brien. Commissioner Moore moved and Commissioner Wu seconded that the nominations for Second Vice-President be closed. The motion was adopted and the Secretary was instructed to record a unanimous ballot for Commissioner Fanucchi.

Commissioner Schwabacher expressed his gratitude for being named President, welcomed Rev. Turner to the Commission and expressed the hope that attendance at Commission meetings would increase. He and Commissioner Vavuris praised Commissioner Simon for his leadership and tenacity in carrying forward the programs of the library during his two terms in office.

Commissioner Simon thanked his fellow Commissioners for their assistance during his administration and turned the chair over to President Schwabacher.

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President Schwabacher announced that a meeting of the Commission would be held at 3:30 p.m. Friday, January 16, 1959, to consider the 1959-60 Library Department budget requests. He suggested that the Finance, Audit and Budget Committee meet at 2:30 p.m. the same day.

COMMUNICATIONS

From Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises at 45 Hyde Street for the month of November 1958. File.

On motion duly made, seconded and unanimously adopted, the meeting was declared adjourned to Friday, January 16, 1959, at 3:30 p.m.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary

SAN FRANCISCO PUBLIC LIBRARY

LIBRARY COMMISSION

1959

PRESIDENT	Albert E. Schwabacher, Jr.
First Vice-President	J. Max Moore
Second Vice-President	Rose M. Fanucchi

STANDING COMMITTEES

PLANNING AND DEVELOPMENT

Fanucchi, Chairman
Moore
Vayssie
Wu

FINANCE, AUDIT AND BUDGET

Moore, Chairman
Vavuris
Vayssie
Wu

WELFARE OF EMPLOYEES

O'Brien, Chairman
Fanucchi
McGregor
Turner

BUILDING, CONSTRUCTION AND MAINTENANCE

Turner, Chairman
Kirkpatrick
Mohr

BOOKS AND ART

McGregor, Chairman
Kirkpatrick
Turner
Wu

POLICY AND PROCEDURES

Vavuris, Chairman
Fanucchi
Moore
O'Brien

LIBRARY OPERATIONS

Mohr, Chairman
McGregor
Vavuris
Vayssie

PUBLIC RELATIONS

Wu, Chairman
Mohr
O'Brien
Turner

LIBRARY INSPECTION (NEW)

Vayssie, Chairman
Kirkpatrick
McGregor
Turner

LIBRARY SURVEY (SPECIAL)

Moore, Chairman
Fanucchi
Vavuris

(Rev. 1-15-59)

January 22, 1959

Proceedings of the special meeting of the Library Commission held Friday, January 16, 1959, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 p.m. by President Schwabacher.

The Pledge of Allegiance to the Flag was led by Commissioner Moore.

On roll call the following were noted present: Commissioners Fanucchi, Kirkpatrick, McGregor, Mohr, Moore, Schwabacher, Turner, Vavuris, Vayssie and Wu. Absent: Commissioner O'Brien.

President Schwabacher introduced Commissioner Kirkpatrick and welcomed him to his first Commission meeting.

Commissioner Mohr pointed out that through an omission at the previous meeting it had not been suggested that a letter of appreciation for his service on the Commission be directed to retiring member, Rev. F. D. Haynes. The president took note of this subject and directed that the omission be rectified.

President Schwabacher requested the Secretary to summarize the minutes of the previous meeting.

Commissioner Fanucchi pointed out that she had suggested writing to Governor Brown regarding the question of proper housing for the Sutro Branch of the California State Library, since Governor Brown is from San Francisco and would undoubtedly be interested in this long continuing problem. The Secretary had indicated in the minutes that this suggestion had been made by Commissioner Schwabacher. It was moved by Commissioner Vavuris, seconded by Commissioner Moore and unanimously adopted that the minutes of the meeting of January 6, 1959 be approved as corrected.

Following a summary of new Civil Service Commission directives on the subject, Commissioner Moore moved, Commissioner Vayssie seconded and the Commission by unanimous action voted to request the lifting of residence requirements, if necessary, in order to provide for the employment of properly trained persons within the several librarian classifications.

It was moved by Commissioner Moore, seconded by Commissioner Vavuris and unanimously adopted that the City Planning Department be requested to review the 1953 report on a plan for the location of branch libraries, and to bring it to current status in line with the appropriate recommendations contained in the Greenaway survey report.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Moore requested that each Commissioner read the covering sheet of the mimeographed budget requests as presented by the City Librarian and then to follow the budget recommendations item by item.

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Following discussion on the need for new permanent employments, it was moved by Chairman Moore, seconded by Commissioner Mohr and unanimously adopted that the request for twenty new professional and clerical positions, as submitted by the City Librarian, be approved.

In order to clarify the relationship between the Library Department and the Department of Public Works in regard to maintenance and repair and capital improvement projects, Commissioner Vavuris explained the provisions under which the projects are performed for the benefit of Commissioners Kirkpatrick and Turner.

It was moved by Commissioner Mohr, seconded by Commissioner Turner and unanimously adopted that the budget requests for Allowance for Overtime, Temporary Salaries, Wages and Wages, Per Diem, as submitted by the City Librarian, be approved.

It was moved by Chairman Moore, seconded by Commissioner Kirkpatrick and unanimously adopted that the budget request for Contractual Services as submitted by the City Librarian, be approved with the deletion of $5,000.00 for Printing.

It was moved by Commissioner Vavuris, seconded by Commissioner Vayssie and unanimously adopted that the budget request for Binding, as submitted by the City Librarian, be approved.

It was moved by Commissioner Turner, seconded by Commissioner Vavuris and unanimously adopted that the budget request for Materials and Supplies, as submitted by the City Librarian, be approved.

It was moved by Chairman Moore, seconded by Commissioner Vavuris and unanimously adopted that the budget request for Books, Catalog Cards and Bindery Supplies, as submitted by the City Librarian, be approved.

It was moved by Commissioner Turner, seconded by Commissioner McGregor and unanimously adopted that the budget request for New Equipment, as submitted by the City Librarian, be approved with the deletion of steel shelving for the Assembly Room and the Newspaper, new Periodical and present Bindery Departments.

It was moved by Commissioner Turner, seconded by Commissioner Vayssie and unanimously adopted that the budget request for Replacement Equipment, as submitted by the City Librarian, be approved.

It was moved by Chairman Moore, seconded by Commissioner Turner and unanimously adopted that the budget request for Fixed Charges, as submitted by the City Librarian, be approved.

It was moved by Chairman Moore, seconded by Commissioner Fanucchi and unanimously adopted that the budget request for Land, as submitted by the City Librarian, be approved.

It was duly moved and seconded that consideration of the projects included in the Department of Public Works budget under Maintenance and Repair, $70, 240.00, and of Replacement and Reconstruction, $99,620.00, be tabled pending receipt of detailed lists of the work

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projects included under the two headings from the Department of Public Works. There being no objection, it was so ordered.

Commissioner Fanucchi moved, Commissioner Mohr seconded and the Commission by unanimous action voted to emphasize the need for the replacement of the McCreery Branch Library when the budget is considered by the Mayor and the Finance Committee of the Board of Supervisors.

Commissioner Mohr, chairman of the Library Operations Committee, asked that a committee meeting be called for 2:30 p.m. Tuesday, February 3, 1959.

Commissioner Vavuris moved and Commissioner Moore seconded that the meeting be declared adjourned to 3:30 p.m. Tuesday, February 3, 1959. There being no objections, it was so ordered.

Respectfully submitted,

Frank A. Clarvoe, Jr.
Secretary, Library Commission

Proceedings of the regular meeting of the Library Commission held Tuesday, February 3, 1959, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 p.m. by President Schwabacher.

The Pledge of Allegiance to the Flag was led by Commissioner McGregor.

On roll call the following were noted present: Commissioners Fanucchi, Kirkpatrick, McGregor, Mohr, Moore, Schwabacher, Turner, Vavuris, Vayssie and Wu. Absent: Commissioner O'Brien.

Commissioner Vayssie moved and Commissioner Mohr seconded that the minutes of the special Commission meeting held Friday, January 16, 1959, be approved as submitted. There being no objection, it was so ordered.

POLICY AND PROCEDURES COMMITTEE

Chairman Vavuris reported progress for his committee. He requested that the Secretary schedule a committee meeting prior to the March meeting of the Commission.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Fanucchi reported that a final planning meeting for the dedication of the North Beach Branch Library had been held Friday, January 30, 1959. Mr. Clarke stated that the dedicatory program should require approximately fifty minutes, and that he would make certain that the arrangements were understood by all persons involved with the program.

A communication from the Hillcrest P.T.A., requesting that a new branch library be constructed at Hamilton and Silliman Streets was read by Chairman Fanucchi. She moved, Commissioner Moore seconded and the Commission by unanimous action voted to request the Secretary to advise the Hillcrest P. T. A. that the City Planning Department had been asked to update the 1953 branch library location plan.

LIBRARY OPERATIONS COMMITTEE

Chairman Mohr informed the Commission that a meeting of the committee had been held prior to the Commission meeting. She stated that Mrs. William T. Mote' had appeared before the committee and had attempted to explain her reasons for dissatisfaction with branch library service. The matter had been referred to Mr. Clarke for any action deemed to be necessary, Chairman Mohr reported.

With reference to the relocation of the Sutro Branch of the State Library, Chairman Mohr stated that Mr. Richard Dillon, Sutro Librarian, had met with the committee and that he had explained Governor Brown's proposal to move the Sutro collection and place it under the jurisdiction of the University of California, San Francisco.

Chairman Mohr moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to have Mr. Clarke send a communication to the State Librarian offering to meet with Governor Brown and Mr. Bert Levit, Director of Finance, when they are in San Francisco in an effort to aid the State Library to retain control of the Sutro collection.

On the matter of the conversion of part-time employments to full-time equiva-

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lents, Chairman Mohr reported that the City Librarian had met with representatives of the Civil Service Commission. She added that conversion was not reflected in the 1959-60 budget as submitted, but would be undertaken in progressive steps during the coming fiscal year.

Attention was called to the Maintenance and Repair and Reconstruction and Rehabilitation projects included on behalf of the Library Department in the Department of Public Works budget requests. Project priorities were discussed and certain items and their costs were questioned.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Chairman Turner summarized the maintenance and repair projects undertaken at various library buildings during the month of January. These included the painting of the basement work room at the Bernal Branch Library, the waterproofing of the front steps at the Chinatown Branch Library and the replacement of the tile border on the reading room floor at the Mission Branch Library.

It was moved by Commissioner Moore and seconded by Commissioner Vavuris that Chairman Turner's report be approved as given. There being no objection, it was so ordered.

FINANCE, AUDIT AND BUDGET COMMITTEE

Mr. Clarke informed the Commission that the 1959-60 budget had been submitted to the Controller on time, and he reviewed briefly the mimeographed budget recapitulation sheet. Mr. Clarke pointed out that the requested budget was slightly smaller than the one presented for the current fiscal year, but that emphasis had been placed on needed books, equipment and construction in conformity with the recommendations of the Greenaway report.

Chairman Moore moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to approve the budget requests for the fiscal year 1959-60 as submitted.

It was moved by Chairman Moore, seconded by Commissioner Fanucchi and unanimously adopted that the following Library Department expenditures for January and the estimated expenses for February 1959 be approved:

	Expenditures January 1959	Est. Expenses February 1959
Salaries and Wages	$ 99,916.41	$100,000.00
Contractual Services	1,118.64	1,500.00
Binding	13,230.00	---
Books, Binding Materials, Catalog Cards	13,105.01	15,000.00
Materials and Supplies	1,083.30	1,250.00
Equipment	535.95	3,796.00
Membership Dues	30.00	50.00
Maintenance and Repair of Buildings	5,045.00	5,045.00
Maintenance and Repair of Automotive Equipment	100.00	100.00
Services of Other Departments	1,250.00	1,250.00
Reproduction Service	---	25.00
Scavenger Service	125.48	125.48
Telephone and Telegraph	200.00	215.00
Window Cleaning	777.00	265.00
Gasoline, Oil and Fuel	65.23	100.00

Drygoods	4.16	25.00
Compensation Insurance	63.70	65.00
Retirement and Pensions	8,536.00	8,536.00
Branch Rentals	1,175.00	1,175.00
Heat, Light and Power	2,634.09	2,650.00
TOTALS	$148,864.51	$141,172.00

Commissioner Kirkpatrick moved, Commissioner Turner seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #93

RESOLVED That the Library Commission hereby approves the request for a supplemental budget appropriation in the amount of $4,800.00 to provide sufficient funds for Heat, Light and Power for the remainder of the 1958-59 fiscal year.

Chairman Moore moved, Commissioner Fanucchi seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #95

RESOLVED That the Controller be requested to allot an additional $10,035.50 in the Contractual Services appropriation to cover purchase of periodicals and newspapers for the fiscal year 1958-59.

President Schwabacher informed the Commission that he and Mr. Clarke had attended a meeting of the Mayor's cabinet, and that bond issues were among the subjects discussed. With specific reference to a library bond issue, President Schwabacher pointed out the necessity of having accurate cost estimates made in line with the recommendations contained in the Greenaway report. He added that perhaps consideration should be given only to a bond issue to rehabilitate the present Main Library plus the construction of the new wing thereto.

Mr. Greenaway's communication on the above subject under date of January 31, 1959 was read by President Schwabacher.

Commissioner Vayssie moved, Commissioner Turner seconded and the Commission by unanimous action voted to call Mr. Greenaway's letter to the attention of Mr. Duckel and to ask that the 1957 estimates of cost for a bond issue be brought up to date.

SURVEY STUDY COMMITTEE

Chairman Moore announced that the Sunday operation of the Main Library had been successful and that patrons had been cooperative about signing the register indicating their hope for continuation of the Sunday service.

Mr. Clarke stated that the Library Staff Association had written to the Civil Service Commission asking that certain changes be made in the Administrative Provisions of the Annual Salary Ordinance to provide for changes in work schedules and to provide for additional compensation for Sunday work.

It was moved by Chairman Moore, seconded by Commissioner Fanucchi and unanimously adopted that the Commission request the Civil Service Commission to retain the appropriate sections in the Salary Ordinance to allow Sunday work at no premium compensation.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, Commissioner Fanucchi presented the committee report. She moved, Commissioner Wu seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #94

RESOLVED That the following non-civil service, temporary and re-certification of temporary appointments which have been made by the City Librarian for the month of January 1959 be approved:

C104 JANITOR

Coltzau, Lester (OA)

X52 LIBRARY PAGE (Form 1078)

Cerri, Peter
Kim, Roger
McCloy, Patrick
Meagles, Richard

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIANS, Part-time

Form No.	Name	Form No.	Name
1604	Louie, Lenard	1609	Cunningham, Donald
1605	Negoesco, Stephen		

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

X42 LIBRARIAN, Part-time

Sheehan, Monabarrie
Lane, Thomas
Warner, Marilyn

X52 LIBRARY PAGE

Lederle, Delbert

PUBLIC RELATIONS COMMITTEE

Chairman Wu summarized the monthly activities report of Miss Anne M. Farrell, Public Relations Librarian. It was suggested that a letter be directed to Miss Farrell thanking her for her many activities including her efforts to register all patrons using the Main Library on Sundays.

BOOKS AND ART COMMITTEE

Mr. Raymond Manton's letter of appreciation for the services of the Music Department was read by President Schwabacher who asked that Mr. Manton's donation of $5.00 be gratefully acknowledged.

Commissioner Vayssie inquired about the Bufano statue which had been offered for the patio of the North Beach Branch Library. Mr. Clarke indicated that disposition of this matter was up to the Recreation and Park Commission and the Art Commission.

LIBRARY INSPECTION COMMITTEE

Chairman Vayssie asked for a clarification of the new committee's duties. President Schwabacher pointed out that although the responsibilities might overlap those of some other standing committees that he felt the need for closer knowledge of all phases of library activity by Commission members indicated the desireability of having each library extension inspected periodically.

The Secretary was requested to send a letter of appreciation to the City and County Record for the excellent article in the latest edition on the San Francisco Public Library.

It was moved by Commissioner Vayssie, seconded by Commissioner Kirkpatrick and unanimously adopted that the following resolution be approved:

RESOLUTION #96

WHEREAS The San Francisco Public Library Commission desires to take this opportunity to extend its grateful appreciation to its immediate past president, Bert Simon, for his untiring efforts as a Commission member during the past three years, and,

WHEREAS Commissioner Simon should be congratulated for his dynamic and forceful leadership as Commission president during a critical two-year period of the Library's history, and for his support of several Library programs which were brought to fruition after many years of discussion and deliberation, and,

WHEREAS Commission Simon has served his city faithfully as a member of the Library Commission and has recently been appointed a member of the Fire Commission, now, therefore, be it

RESOLVED That Bert Simon be advised that he will be warmly remembered by his former colleagues on the Library Commission as an advocate of better library service on an economical, businesslike basis, and be it

FURTHER RESOLVED That the best wishes of this Commission be extended to Commissioner Simon for many more happy and prosperous years of live and of service to San Francisco.

COMMUNICATIONS

From Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises at 45 Hyde Street for the month of December 1958. File.

From James R. McCarthy, Director of Planning, re: Library Commission's request for the up-dating of the 1953 branch library location plan. Mr. McCarthy advises that every effort will be made to submit the report by July 1, 1959. File.

From Maureen, Patricia and Kathleen Gateley, re: request that the Main Library Children's Room remain open on Sunday. Acknowledge and file.

There being no further business to come before the Commission, it was moved by Commissioner Famucchi and seconded by Commissioner McGregor that the meeting stand adjourned to Tuesday, March 3, 1959, at 3:30 p.m. There being no objection, it was so ordered.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary

Proceedings of the regular meeting of the Library Commission held Tuesday, March 3, 1959, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 p.m. by President Schwabacher.

The Pledge of Allegiance to the Flag was led by Commissioner Vavuris.

On roll call the following were noted present: Commissioners Fanucchi, Kirkpatrick, McGregor, Mohr, Moore, O'Brien, Schwabacher, Turner, Vavuris and Wu. Excused: Commissioner Vayssie.

Commissioner Vavuris moved and Commissioner Moore seconded that the minutes of the February meeting be approved and placed on file. There being no objection, it was so ordered.

POLICY AND PROCEDURES COMMITTEE

Chairman Vavuris reported that the committee had met on Tuesday, February 17, 1959, and had approved the following recommendations for submission to the Commission for its consideration:

1. That the by-laws of the Commission be changed to include the Library Inspection Committee as a new standing committee of the Commission;
2. That these procedures be established for the handling of press releases:
   a. All releases to be cleared through the Secretary's Office;
   b. Releases to be approved by the President of the Commission, or
   c. In the case of releases concerning recommendations to be made to the Commission by standing committees that committee chairmen write releases when necessary or approve them if written by the Secretary;
   d. Copies of press releases shall be furnished to all Commissioners for their information and guidance;
   e. The Secretary shall send out a release following each meeting of the Commission.
3. That any change in library services, including schedules, shall be considered a matter of policy and shall be approved by the Commission;
4. That the policy on the use of library meeting rooms be reaffirmed and that such rooms be made available on a no-rental, first come, first served basis, to cultural, educational and philanthropic organizations with Commission approval.

It was moved by Chairman Vavuris, seconded by Commissioner Moore and unanimously adopted that the recommendations of the Policy and Procedures Committee be approved as submitted.

LIBRARY OPERATIONS COMMITTEE

Chairman Mohr reported recent developments affecting the Sutro Branch of the California State Library. She reviewed the opposition to the proposal to transfer the Sutro collection to the jurisdiction of the University of California, and the offer made by the University of San Francisco for housing the Sutro Library. Attention was called to the editorial-telecast on this subject made by Mr. Philip G. Lasky, Executive Director-West Coast, Westinghouse Broadcasting Company. It was recommended that a letter of appreciation be directed to Mr. Lasky.

The statement of Mr. Greenaway in his survey report in regard to the Sutro Library was mentioned by Commissioner Moore.

Chairman Mohr reminded the Commission that its offer to provide more suitable quarters for the housing of the Sutro Library had never been withdrawn, and she moved that the offer and the intent of the Sutro heirs regarding appropriate housing for the collection be personally brought to the attention of Mayor Christopher. The motion was seconded by Commissioner Kirkpatrick and unanimously adopted.

The problem of the 9:00 p.m. closing of the Main Library as it affects evening meetings of various groups was discussed. Mr. Clarke stated that an attempt would be made to rearrange the working hours of appropriate employees, when necessary, in order that meetings might be continued until 10:00 p.m. He stated that he would report to the Library Operations Committee the actions taken on this matter.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Chairman Turner reported that all repair and maintenance projects performed at various library buildings during the month of February were of a routine, non-recurring nature.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Commissioner Vavuris, seconded by Commissioner Turner and unanimously adopted that the following Library Department expenditures for February and the estimated expenses for March, 1959, be approved:

	Expenditures February 1959	Est. Expenses March 1959
Salaries and Wages	$ 96,138.51	$100,000.00
Contractual Services	1,128.42	11,035.00
Books, Binding Materials, Catalog Cards	8,080.18	10,000.00
Materials and Supplies	1,588.55	1,500.00
Equipment	1,187.19	2,000.00
Membership Dues	196.00	100.00
Maintenance and Repair of Buildings	5,045.00	5,045.00
Maintenance and Repair of Automotive Equipment	50.00	100.00
Services of Other Departments	1,250.00	1,250.00
Reproduction Service	11.20	25.00
Scavenger Service	125.48	125.48
Telephone and Telegraph	200.00	200.00
Window Cleaning	259.00	199.00
Gasoline, Oil and Fuel	102.00	100.00
Drygoods	---	15.00
Compensation Insurance	63.70	65.00
Retirement and Pensions	8,536.00	8,536.00
Branch Rentals	1,175.00	1,175.00
Heat, Light and Power	2,779.30	2,700.00
TOTALS	$127,915.53	$144,170.48

It was moved by Commissioner Vavuris, seconded by Commissioner Mohr and unanimously adopted that the list of books on economic and political subjects in the amount of $1008.18, purchased from the Fuhrman Bequist Fund during the month of February, 1959, as submitted by the Librarian, be approved.

Chairman Moore moved, Commissioner McGregor seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #97

RESOLVED That a supplemental appropriation in the amount of $5,262.00 be requested to offset the deficit of that amount in the Contractual Services appropriation.

Chairman Moore moved, Commissioner Vavuris seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #98

RESOLVED That the City Controller be requested to increase the Revolving Fund of the San Francisco Public Library from $1,000.00 to $2,000.00 in order to expedite the payment of petty bills and refunds on deposit cards.

Chairman Moore moved, Commissioner Mohr seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #99

RESOLVED That the Library Commission waive the present rule on time limitation for refund for the expired Library Deposit Card #4721 and direct the Controller to issue a warrant in the amount of $5.00 to Edward Jones, Herald Hotel, 308 Eddy Street, San Francisco, California.

WELFARE OF EMPLOYEES COMMITTEE

It was moved by Chairman O'Brien, seconded by Commissioner Vavuris and unanimously adopted that the following resolution be approved:

RESOLUTION #100

RESOLVED That the following non-civil service, temporary and re-certification of temporary appointments which have been made by the City Librarian for the month of February 1959 be approved:

B222 GENERAL CLERK, Part-time

Ricks, Thomas

B512 GENERAL CLERK, TYPIST

Allen, Patricia (Form #T-1611)

C102 JANITRESS

Brown, Alice

A52 LIBRARY PAGE, Part-time

Frederick, Kenneth
McMahon, James
Shannon, Terence

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

Form No.	Name	Form No.	Name
T-1599	Gwendolyn Benas	T-1610	Donn Selhorn
T-1610	Roland Sellman	T-1610	Kerwin McCarren

Form No.	Name	Form No.	Name
T-1612	Jerry Kunzman	T-1613	Mason Drukman
T-1614	Thomas Doyle	"	Clemont Crews
T-1616	Mary Brunn	"	Edward Maloney
"	Regis Fitzgerald	"	Frances Thompson
"	Philip Gosland	F-1078	Kathleen Murphy

AND FURTHER That the following resignations of non-civil service, part-time and temporary employees be accepted:

B222 GENERAL CLERK, Part-time

Hagopian, Caryl

C152 WATCHMAN

Owen, Robert

X42 LIBRARIAN, Part-time

Barbara J. Mungari
Regis Fitzgerald

X52 LIBRARY PAGE, Part-time

Peter Connolly
Terence Fitzpatrick
Healy Leong
Jerome C. Lucey, Jr.
Charles J. McCuen
John C. Moran
William Mulcahy
Edward Powers
Linda Setzer
Jeffrey Strauss

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Fanucchi reported that the committee would study the up-dated branch library location plan report when it has been completed by the City Planning Department. She added that activity would commence on the McCreery Branch Library planning following approval of the funds requested for this project in the 1959-60 budget.

BOOKS AND ART COMMITTEE

Chairman McGregor moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #101

WHEREAS The San Francisco Examiner, on February 11, 1959, presented as a gift to the San Francisco Public Library, 1,250 volumes of bound newspapers of the San Francisco Call, the San Francisco Call Bulletin and the San Francisco Chronicle for addition to the Periodical Department; and

WHEREAS The Public Library has signified its desire of acceptance of said gift; now therefore, be it

RESOLVED That the Board of Supervisors of the City and County of San Francisco be requested to accept for and on behalf of said City and County said 1,250 volumes of bound newspapers.

President Schwabacher directed that an expression of appreciation be directed to The Examiner for this very welcome donation to the Library Department.

Commissioner Mohr commented on the increasing growth and prestige of the Schmulowitz Collection of Wit and Humor. It was suggested that those Commissioners not familiar with the collection arrange to inspect it.

It was moved by Chairman McGregor, seconded by Commissioner Wu and unanimously adopted that a communication be directed to Mr. Frank V. DeBellis, President of the Friends of the Library, thanking him for his splendid gift of valuable Italian books, presented on the occasion of the dedication of the North Beach Branch Library.

LIBRARY INSPECTION COMMITTEE

In the absence of Chairman Vayssie, Commissioner Kirkpatrick asked for additional information on the duties of this committee as well as of other standing committees of the Commission. Following explanation on this subject, President Schwabacher requested that at its next meeting the Policy and Procedures Committee prepare a statement of duties and responsibilities of the Library Inspection Committee and that, following Commission approval, these be incorporated in the by-laws.

PUBLIC RELATIONS COMMITTEE

Chairman Wu circulated the monthly activities report of Miss Anne M. Farrell, Public Relations Librarian. He introduced Miss Farrell who had requested time to summarize the activities planned for National Library Week, April 12-18, 1959. She pointed out that the idea of Library Week had started in San Francisco and that as it had grown over the past fourteen years the number of staff members involved with it had remained virtually constant. The food and rummage sale which the staff conducts to raise money to help defray the costs of Library Week had netted $114.00 on this, its first day, Miss Farrell reported. She stressed the need for the assistance of Commissioners as well as staff members in the promotion of Library Week.

Commissioner Kirkpatrick asked how, in general, the Library carried on its Public Relations Program. Miss Farrell outlined how the program is implemented. She was asked by President Schwabacher to furnish Chairman Wu with copies of news releases which are sent out as well as clippings of the articles published about the Library and its activities.

SURVEY STUDY COMMITTEE

Chairman Moore reported that between 600 and 800 patrons had used the Main Library each Sunday for the last six weeks. He added that all indications pointed to the fact that the trial period had been successful and that it should be continued until the middle of June at least.

Comments of staff representatives regarding the proper staffing of departments and branch libraries during the week as a result of compensatory time off for Sunday work were reviewed by Chairman Moore. He expressed the hope that the success of the Sunday operations might prove helpful in securing new positions requested in the budget.

The Civil Service Commission is considering a change in the Salary Standardization Ordinance which would require that forty hours per week be worked in five rather than in six days. Since this change affects the professional librarian classifications, a supplemental budget appropriation for salaries would be required, if present

schedules are to be maintained, Chairman Moore reported.

Seventy-six citizens have so far accepted Mayor Christopher's invitation to serve on the Committee of Fifty, it was stated by Chairman Moore. He mentioned that the Committee might be broken down into sub-committees which would be asked to work with the standing committees of the Commission.

It was moved by Chairman Moore, seconded by Commissioner Kirkpatrick and unanimously adopted that Mayor Christopher be requested to invite the Committee of Fifty to an organizational meeting and that sub-committees be appointed and copies of the survey report made available to all Committee of Fifty members.

Commissioner Vavuris moved, Commissioner Turner seconded and the Commission by unanimous action approved the recommendation for the creation of a sub-professional grade of Library Assistant.

It was moved by Commissioner Wu, seconded by Commissioner O'Brien and unanimously adopted that the following recommendations be approved:

1. The provision for the conversion of part-time library employments to full-time equivalents;
2. The request that the Civil Service Commission make a comprehensive study of all library positions and duties;
3. That the cooperation of the City Planning Department in agreeing to up-date the branch library location plan be duly noted;
4. That the Commission go on record in support of the position of the General Manager of the Civil Service Commission for an increase in the enrollment in the School of Librarianship at the University of California, Berkeley; that the School be requested to place greater emphasis on training for public library work; and that the School investigate the possibility of conducting courses in librarianship at the University of California Extension Division, San Francisco.
5. That the Commission also encourage other institutions of higher learning to expand or to establish schools of librarianship in order that a sufficient number of trained graduates may be available for the entering position of X42 Librarian.

Following discussion on the point, it was moved by Commissioner Vavuris, seconded by Commissioner Kirkpatrick and unanimously approved that the Department of Public Works be asked to include $20,000.00 in the 1959-60 supplemental budget requests for an architectural survey in conformity with the recommendation contained in the Greenaway report.

Commissioner Mohr mentioned the need for a strong Friends of the Library group, and stressed the great interest of Mr. DeBellis in the Friends' activities. She asked that the Secretary notify all Commissioners of the program which Mr. DeBellis is now planning.

President Schwabacher called to the attention of the Commission the meeting attendance record which he had asked the Secretary to prepare. He congratulated Commissioner Fanucchi particularly for her perfect attendance during the period covered by the report.

COMMUNICATIONS

From Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises at 45 Hyde Street for the month of January 1959. File.

From Commissioner Bert Simon, re: expressing his gratitude for the resolution

of commendation passed unanimously by the Library Commission at its February meeting. File.

From The Honorable Edmund G. Brown, Governor of California, re: expressing to President Schwabacher his regret at not being able to attend the dedication of the North Beach Branch Library. File.

From The Honorable Milton Marks, Member of Assembly, Twenty-First District, re: expressing to President Schwabacher his regret at not being able to attend the dedication of the North Beach Branch Library. File.

On motion duly made, seconded and unanimously adopted the meeting was declared adjourned until Tuesday, April 7, 1959, at 3:30 p.m.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary

Proceedings of the regular meeting of the Library Commission held Tuesday, April 7, 1959, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 p.m. by President Schwabacher.

The Pledge of Allegiance to the Flag was led by Commissioner Kirkpatrick.

On roll call the following were noted present: Commissioners Fanucchi, Kirkpatrick, McGregor, Mohr, Moore, Schwabacher, Turner, Vavuris, Vayssie and Wu. Absent: Commissioner O'Brien.

Commissioner Fanucchi moved and Commissioner Kirkpatrick seconded that the minutes of the March meeting be approved and placed on file. There being no objection, it was so ordered.

BOOKS AND ART COMMITTEE

Chairman McGregor reported that he and Commissioner Mohr had inspected the Bufano statue, "Listening Post", in company with representatives of the Recreation and Park Department, and had agreed that it would be an appropriate work of art for erection in the patio of the North Beach Branch Library. Commissioner Mohr stated that approximately $5,000.00 would be required to finish the pieces and to place them.

It was moved by Commissioner Vavuris, seconded by Commissioner Mohr and unanimously adopted that the necessary funds for the completion and placing of the Bufano statue be raised by private subscription.

Chairman McGregor offered $500.00 as the first contribution toward the amount needed for the purpose stated above. President Schwabacher thanked Commissioner McGregor on behalf of the Library Commission for his very generous offer.

Chairman McGregor reminded the Commission that the Italian Federation had indicated a desire to present a collection of books in the Italian language to be housed at the North Beach Branch Library.

It was moved by Commissioner Fanucchi, seconded by Commissioner Moore and unanimously adopted that Mr. Angelo Bacoccina be advised of the Library Commission's desire to accept the gift of Italian books from the Italian Federation of California, Inc., and that they be accepted at an appropriate time during National Library Week, April 12-18, 1959.

LIBRARY OPERATIONS COMMITTEE

Chairman Mohr reported that the supplemental budget request in the amount of $60,000.00 required for alterations to the Main Library to properly house the Sutro Branch of the California State Library had been finally passed by the Board of Supervisors and was awaiting Mayor Christopher's signature.

Commissioner Vavuris read the proposed agreement, as prepared by the City Attorney's Office, to be entered into between the City and the State relative to the Sutro housing.

Tentative sketches of the altered quarters offered to the State for the Sutro

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Library were displayed by Mr. Clem Mullins of the Bureau of Architecture.

It was moved by Chairman Mohr, seconded by Commissioner Moore and unanimously adopted that the tentative sketches and the proposed agreement be approved as presented and forwarded to Mr. Bert Levit, State Director of Finance, for his early consideration.

Chairman Mohr summarized the contents of several communications received from residents of the Glen Park District which contained requests for increased hours of operation of the Glen Park Branch Library. Mrs. John Rogers, Library Chairman, Glen Park P.T.A., stated that in her opinion it would prove helpful to the residents of the district if the library branch could remain open at least one evening a week. Commissioner Moore pointed out the Library Department's need for more personnel and that increased public service would depend upon the approval of additional positions requested in the 1959-60 budget.

Chairman Mohr informed Mrs. Rogers that the above matter would be studied in detail by the Library Operations Committee.

The Commission's attention was called to Assembly Bill 1985 and related bills by Chairman Mohr. She explained the basic provisions of A.B. 1985 and added that the San Francisco Public Library would qualify for state aid except for one requirement--that of having an appropriate book selection policy.

Chairman Mohr moved, Commissioner Turner seconded and the Commission by unanimous action voted to approve and recommend A.B. 1985 and related bills to the Mayor's Legislative Committee for study.

The Berkeley Friends of the Library meeting to be held Friday, April 10, and the "Bonanza" television program to be seen on Sunday, April 12, were also mentioned by Chairman Mohr.

SURVEY STUDY COMMITTEE

Chairman Moore reminded the Commission that the organizational meeting of the Mayor's Library Survey Committee (Committee of Fifty) would be held at 4:00 p.m. Wednesday, April 15. He encouraged Commissioners to attend the meeting and also the Union Square program and the luncheon following on Thursday, April 16.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was moved by Chairman Moore, seconded by Commissioner Vavuris and unanimously adopted that the following Library Department expenditures for March and the estimated expenses for April, 1959, be approved:

	Expenditures March 1959	Est. Expenses April 1959
Salaries and Wages	$ 96,296.15	$ 97,000.00
Contractual Services	9,673.85	2,000.00
Binding	----	14,310.00
Books, Binding Materials, Catalog Cards	20,240.10	15,000.00
Materials and Supplies	2,820.05	1,000.00
Equipment	24.00	1,000.00
Membership Dues	267.90	50.00
Maintenance and Repair of Buildings	5,045.00	5,045.00

Maintenance & Repair of Automotive Equipment	*	100.00
Services of Other Departments	1,250.00	1,250.00
Reproduction Service	24.37	50.00
Scavenger Service	125.48	125.48
Telephone and Telegraph	200.00	200.00
Window Cleaning	783.00	199.00
Gasoline, Oil and Fuel	90.30	100.00
Drygoods	----	22.00
Compensation Insurance	60.00	60.00
Retirement and Pensions	8,536.00	8,536.00
Branch Rentals	1,175.00	1,175.00
Heat, Light and Power	2,974.78	2,700.00
Health Service	191.42	191.42
TOTALS	$149,777.40	$145,613.90

*Not Available

It was moved by Chairman Moore, seconded by Commissioner Fanucchi and unanimously adopted that the list of books on economic and political subjects in the amount of $156.98, purchased from the Fuhrman Bequest Fund during the month of March, 1959, as submitted by the Librarian, be approved.

Chairman Moore reviewed the budget as approved by Mayor Christopher and commented that in his opinion the Library Department had received favorable consideration in two particularly important areas--books and personnel. He moved, Commissioner Vayssie seconded and the Commission by unanimous action voted to ask Mr. Greenaway for his assistance in preparing a list of qualified candidates for the position of Assistant City Librarian and to advise him of the budget as approved.

It was duly moved, seconded and unanimously adopted that the following resolution be approved:

RESOLUTION #108

RESOLVED That the Library Commission hereby requests that an amendment to Section 43 of the Charter of the City and County of San Francisco be placed upon the ballot at the next election, and that said amendment, if adopted, shall change the first sentence of the third paragraph of said section to read as follows:

"The Library Commission shall appoint a librarian, an assistant librarian and a secretary who shall hold office at its pleasure."

Chairman Moore also commented that the Mayor had approved the request for $180,000.00, contained in the Department of Public Works budget, for the construction of a new McCreery Branch Library.

It was moved by Chairman Moore, seconded by Commissioner Mohr and unanimously adopted that the following resolution be formally approved:

RESOLUTION #102

RESOLVED That a supplemental budget appropriation in the amount of $60,000.00 be requested to alter certain quarters in the Main Library to provide suitable

housing for the Sutro Branch of the California State Library.

It was moved by Chairman Moore, seconded by Commissioner Fanucchi and unanimously adopted that the following resolution be approved:

RESOLUTION #103

RESOLVED That a supplemental budget appropriation in the amount of $1717.80 be requested from any legally available funds to send three representatives of the Library Department to the American Library Association Conference, to be held at Washington, D.C., June 21-27, 1959.

It was moved by Commissioner Mohr, seconded by Commissioner Turner and unanimously adopted that the following resolution be approved:

RESOLUTION #104

RESOLVED That three representatives of the San Francisco Library Department be granted permission to attend the American Library Association Conference, to be held at Washington, D.C., June 21-27, 1959.

It was moved by Commissioner Vavuris, seconded by Chairman Moore and unanimously adopted that the following resolution be approved:

RESOLUTION #107

RESOLVED That a supplemental budget appropriation be requested for Wages for the Library Department, such funds to be used for the employment of part-time personnel (pages and part-time librarians) as follows:

Reimbursement for the employment of one librarian to establishment of permanent position necessary at the North Beach Branch Library.	$2,000.00
Salary Standardization--to complete amount needed to cover the rate increase for X42 Librarian, part-time in fiscal year 1958-59.	720.00
Certain extended sick leaves with pay.	2,410.00
Amount for difference in funds allotted for coverage of North Beach Branch Library and funds actually expended.	1,250.00
Amount not reimbursed for expenditure in establishing necessity of X42 Librarian for Merced Branch.	550.00
TOTAL	$6,930.00

PUBLIC RELATIONS COMMITTEE

Chairman Wu called the attention of the Commission to the monthly activities report of Miss Anne M. Farrell, Public Relations Librarian. He stressed the activities scheduled during National Library Week and encouraged attendance at as many

of the programs and meetings as possible.

Chairman Wu moved, Commissioner Mohr seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #105

RESOLVED That The Library Commission hereby designates that a one day moratorium on fines on overdue books be held on Friday, April 17, 1959, in connection with the observance of National Library Week.

LIBRARY INSPECTION COMMITTEE

Chairman Vayssie asked Commissioner Kirkpatrick to report on the evening tour of branch libraries which he and Commissioner Turner had made in the company of the City Librarian, the Secretary and the Library Department's engineer. Commissioner Kirkpatrick stressed the need for better lighting as reflected in the budget requests. He asked about disposal of a portion of the lot at the rear of the Presidio Branch Library. Commissioner Mohr, in addressing herself to this question, remarked that consideration had been given to the question in the past, but that certain problems had arisen in regard to such disposition.

POLICY AND PROCEDURES COMMITTEE

Chairman Vavuris reported that the committee would hold a meeting in the near future to define the duties of the new Library Inspection Committee and to take up other matters referred to it.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

It was reported by Chairman Turner that portions of the roof coping at the Sunset Branch Library had been replaced. All other maintenance projects during March had been of a routine or emergency non-recurring nature, the Chairman stated.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Fanucchi moved, Commissioner Turner seconded and the Commission by unanimous action voted to request that the Department of City Planning determine the feasability of including a new and larger business branch of the Library within the Golden Gateway Redevelopment Project.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, Commissioner Fanucchi presented the committee report. She moved, Commissioner Mohr seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #106

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of March, 1959, be approved:

8512 GENERAL CLERK-TYPIST

Form No.	Name	Form No.	Name
T-1613	Richard Goggin (CA)	T-1618	Rose Rotsel

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

Form No.	Name	Form No.	Name
T-1617	Helen Cushman	T-1620	Vernon Smith
"	Alvina Quan	T-1621	Natalie Hughes
"	Robert Pult	T-1622	Rose Milber
T-1619	Helen Dunham		

AND FURTHER That the following resignations of non-civil service, part-time and temporary appointments be accepted:

B222 GENERAL CLERK, Part-time

Phyllis McMahon (1-15-59)

B512 GENERAL CLERK-TYPIST

Richard Goggin (Oa)

X42 LIBRARIAN, Part-time

Joan Courtney
Carole Lynch
Mauraid Semple
Stanley Lowe
Robert Owen

X52 LIBRARY PAGE, Part-time

William Jacobs
Glenn Pennebaker
Jack Powers

Commissioner Fanucchi reported that the following eligible personnel had been appointed to permanent positions in the Library Department during the first three months of 1959:

Mary Ahbe, X42 Librarian (1-13-59)
Lester Coltzau, C104 Janitor (2-2-59)
Richard Henry, X42 Librarian (2-13-59)

Commissioner Mohr requested that the matter of residence requirements for Library employment be reviewed again.

COMMUNICATIONS

From Mrs. John Rogers and Mrs. Mayer Girarde, re: request for extension of Library operating hours at the Glen Park Branch Library. See Library Operations Committee report.

From Dorothy W. Erskine, Dr. Francis J. Herz, Judge John B. Molinari, Raymond S. Kimbell, James P. Lang, Leo M. Bianco, Rev. F. D. Haynes, R. Marrazzini, re: extending gratitude to the Library Commission for the gold library cards given as a token of appreciation for assistance rendered the Commission in bringing the North Beach Branch Library to reality. File.

From Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises at 45 Hyde Street for the month of February, 1959. File.

On motion duly made, seconded and unanimously adopted the meeting was declared

adjourned until Tuesday, May 5, 1959, at 3:30 p.m.

Respectfully submitted,

Frank A. Clarvoe, Jr.
Secretary

Proceedings of the regular meeting of the Library Commission held Tuesday, May 5, 1959, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 p.m. by President Schwabacher.

The Pledge of Allegiance to the Flag was led by Commissioner Fanucchi.

On roll call the following were noted present: Commissioners Fanucchi, Gurich, Mohr, Moore, Schwabacher, Turner, Vavuris, Vayssie and Wu. Absent: Commissioners McGregor and O'Brien.

President Schwabacher welcomed Commissioner Gurich to the latter's first Commission meeting.

Commissioner Moore moved and Commissioner Turner seconded that the minutes of the April meeting be approved and placed on file. There being no objection, it was so ordered.

The City Librarian expressed his gratitude to the members of the Commission who had appeared for the presentation of the 1959-60 Library Department budget to the Finance Committee of the Board of Supervisors.

SURVEY STUDY COMMITTEE

Chairman Moore reported on the organizational meeting of the Mayor's Library Survey Committee. He explained that members of the Committee had been asked to indicate on which sub-committees they would prefer to serve. The Chairman requested permission of the Commission to make the assignments to the sub-committees and to send letters to Committee members by May 12 advising of appointments and the dates of May 19 and 26 for first sub-committee meetings.

For the purpose of coordinating the work of the sub-committees of the Mayor's Library Survey Committee and the Standing Committees of the Commission, President Schwabacher asked that the following Commissioners assist in getting the sub-committees started in the areas indicated:

1. Books and Library Operations - Commissioner Mohr;
2. Bond Issue, Branches, New Construction - Commissioner Moore;
3. Modernization of the Main Library - Commissioners Fanucchi and Turner;
4. Professional Personnel Standards - Commissioner Vayssie;
5. Public Relations - Commissioners Vavuris and Wu.

FINANCE, AUDIT AND BUDGET COMMITTEE

It was announced by Chairman Moore that the position of Assistant City Librarian requested in the new budget would probably be deleted temporarily pending approval by the electorate of the Charter amendment exempting the position from Civil Service status. The Chairman expressed optimism regarding the approval of some new permanent positions, the funds for the construction of a new McCreery Branch Library and an increased appropriation for the purchase of books.

Chairman Moore moved, Commissioner Turner seconded and the Commission by unanimous action voted to approve the following Library Department expenditures for April and the estimated expenses for May, 1959:

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	Expenditures April 1959	Est. Expenses May 1959
Salaries and Wages	$ 86,292.84	$ 95,000.00
Contractual Services	1.76	1,000.00
Binding	14,310.00	----
Books, Binding Materials, Catalog Cards	25,628.21	12,000.00
Materials and Supplies	1,568.50	500.00
Equipment	1,631.18	320.00
Membership Dues	24.00	43.00
Maintenance and Repair of Buildings	5,045.00	5,045.00
Maintenance and Repair of Automotive Equipment	75.34	100.00
Services of Other Departments	1,250.00	1,250.00
Reproduction Service	16.25	50.00
Scavenger Service	125.48	125.48
Telephone and Telegraph	200.00	200.00
Window Cleaning	199.00	199.00
Gasoline, Oil and Fuel	60.32	100.00
Drygoods	----	22.00
Compensation Insurance	50.00	50.00
Retirement and Pensions	8,536.00	8,536.00
Branch Rentals	1,175.00	1,175.00
Heat, Light and Power	2,566.54	2,600.00
Health Service	191.42	191.42
TOTALS	$148,946.84	$128,506.90

It was moved by Chairman Moore, seconded by Commissioner Vavuris and unanimously adopted that the list of books on economic and political subjects in the amount of $1,046.20, purchased from the Fuhrman Bequest Fund during the month of April, 1959, as submitted by the Librarian, be approved.

It was moved by Commissioner Vavuris, seconded by Commissioner Gurich and unanimously adopted that the following resolution be approved:

RESOLUTION #109

RESOLVED That the Library Commission waive the present rule on time limitation for refund for the expired Library Deposit Card #4635, and direct the Controller to issue a warrant in the amount of $5.00 to Wendell F. Finch, 835 Turk Street (1948 Fell Street), San Francisco, California.

RESOLVED That the Library Commission waive the present rule on time limitation for refund for the expired Library Deposit Card #4752, and direct the Controller to issue a warrant in the amount of $5.00 to Henry Richard Shakespeare, c)o Mrs. Madge Jackson, Madge's Gift Shop, Main Street, Pleasanton, California.

LIBRARY OPERATIONS COMMITTEE

Chairman Mohr reported that the Art Commission had taken under advisement the matter of the approval of the placement of the Bufano statue, "Listening Post", in the patio of the North Beach Branch Library. She added that members of the Art Commission wished to inspect the statue prior to giving approval.

President Schwabacher stated that he would comment on the Sutro Library matter

toward the end of the meeting.

BOOKS AND ART COMMITTEE

In the absence of Chairman McGregor, President Schwabacher introduced Miss Harriet Collopy, head of the Order Department. She summarized for the Commission her duties and those of her department. Mentioned particularly were the problems involved in ordering books under the system in use during the past year, the need for additional personnel in the Order Department, particularly in view of the Sunday opening of the Main Library and the resulting loss of work hours during the week due to compensatory time off, and the necessity of processing books quickly after receiving them.

The Secretary was requested to arrange a brief tour through the Order and Catalog Departments during the June Commission meeting.

PUBLIC RELATIONS COMMITTEE

Chairman Wu called to the attention of the Commission the mimeographed activities report of Miss Anne M. Farrell, Public Relations Librarian.

The events and programs held during National Library Week were very successful, Chairman Wu reported. He mentioned particularly the Staff Kick-off Dinner held at the Cliff House, and the programs in Union Square.

It was moved by Chairman Wu, seconded by Commissioner Moore and unanimously adopted that resolutions of appreciation be drafted and sent to Mrs. Alice Thomas, the winner of the "Marian, the Librarian" contest, Mr. & Mrs. Meredith Willson, Stuart M. Boland and Miss Farrell for their invaluable contributions to the success of National Library Week.

Commissioner Mohr mentioned the outstanding work of Miss Dolores Cadell, Reference Librarian, in providing materials and information for the use of Library patrons.

The needs of the Friends of the Library and the possibilities of its members cooperating with the Mayor's Library Survey Committee were stressed by Commissioner Mohr. She mentioned that the next Friends program would be coordinated with the Founding of San Francisco observance to be held in June. Also announced by Commissioner Mohr was the meeting of Library Trustees from the Bay Area counties to be held on May 25, 1959. The Secretary was requested to send out notices to the Commissioners reminding them of this meeting.

It was moved by Commissioner Turner, seconded by Commissioner Gurich and unanimously adopted that the Main Library be closed on Sunday, May 31, 1959, because of the Decoration Day weekend.

POLICY AND PROCEDURES COMMITTEE

Chairman Vavuris reported progress for the Committee.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Fanucchi reported progress for the Committee.

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LIBRARY INSPECTION COMMITTEE

Chairman Wayssie reported progress for the Committee.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Chairman Turner reported that both the exterior stucco and the interior reading room areas at the Sunset Branch Library had been painted since the April Commission meeting. All other maintenance projects during April had been of a routine or emergency non-recurring nature, the Chairman stated.

President Schwabacher introduced the matter of the offer made to the State for the appropriate housing of the Sutro Branch of the California State Library. He stated that although the State Librarian had not previously indicated a need for more than 9,000 square feet for the housing of the collection, that 11,000 square feet, including the Bindery Department, had been tentatively offered at the time of the hearing before the Assembly Committee. The President added that in his opinion the Commission should offer the additional area formally in an effort to insure that the Sutro Library remains in the Main Library.

Commissioner Mohr inquired as to the cost of alterations of the additional square footage.

Commissioner Vavuris asked where the Bindery Department would be relocated.

It was moved by Commissioner Moore, seconded by Commissioner Vavuris and unanimously adopted that a communication be directed to the State Director of Finance stating that the additional space could be made available for the housing of the Sutro Library if it is needed.

Commissioner Mohr suggested that a copy of the letter suggested above be sent to the State Librarian with a covering communication asking her to meet with representatives of the Library Commission in an effort to work out space and other considerations of the City's offer.

Commissioner Wu read a communication from Mr. J. K. Choy, Assistant Vice-President and Manager of the Chinatown Branch of the San Francisco Federal Savings and Loan Association. In it Mr. Choy offered space in his company's new building for the use of the Library.

It was moved by Commissioner Wu, seconded by Commissioner Moore and unanimously adopted that Mr. Choy be extended the gratitude of the Commission for his generous suggestion and informed that the matter would be considered by the Planning and Development Committee following the receipt of a definite offer made by the San Francisco Federal Savings and Loan Association.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, it was moved by Commissioner Mohr, seconded by Commissioner Moore and unanimously adopted that the following resolution be approved:

RESOLUTION #110

RESOLVED That the following non-civil service, temporary and recertifications of temporary appointments which have been made by the City Librarian for the month of April, 1959, be approved:

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X42 LIBRARIAN, Full-time

Sandelin, Mary (OA) Form No. T-1636

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

Form No.	Name	Form No.	Name
T-1625	Minudri, R.	T-1630	McGowan, J.
	Bristol, M.	T-1631	Halson, J.
	Panasenko, D.		Boldt, R.
	Sandelin, M.		Baumgartner, V.
	Lehner, J.		Bristol, J.
	Downie, F.	T-1632	Moore, N.
	Eklund, C.	T-1633	Conlan, R.
	Uronovitz, B.		Smith, P.
T-1627	Herold, M.		Gill, S.
	Richardson, C.		Moreton, C.
	Chew, J.		McGowan, G.
	Hogue, P.	T-1634	Galban, G.
	Collins, F.		Martino, C.
	Murphy, M.		Green, E.
	Noguchi, M.		McKenzie, C.
	Lynch, R.	T-1635	Brown, V.
T-1628	Wright, E.	T-1637	McCarthy, J.
	Norton, M.		White, P.
	Fick, D.		Cox, B.
	Hanson, J.		Chase, J.
	Byrnes, B.		Thompson, T.
	O'Shea, H.		DelSecco, C.
	Egan, M.		Kavanaugh, J.
	Lee, P.		

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

X42 LIBRARIAN, Part-time

Doyle, Thomas

X52 LIBRARY PAGE, Part-time

Bohren, J.

COMMUNICATIONS

From Mrs. Alice Thomas, Librarian, Potrero Branch Library, re: expressing gratitude to the Commission for making her time as "Marian, the Librarian", so pleasant. File.

From G. R. Carpenter, re: regarding proper precautions to protect the Sutro Library collection against thefts in its proposed new quarters in the Main Library and expressing gratification for the Commission's offer to house the Sutro Library. Acknowledge and file.

From Mrs. Ralph S. Doscher, President, San Francisco Second District, California Congress of Parents and Teachers, re: urging favorable consideration by the Commission of the request for greater library service in the Glen Park District. Acknowledge and file.

From Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises at 45 Hyde Street for the month of March, 1959. File.

On motion duly made, seconded and unanimously adopted the meeting was declared adjourned until Tuesday, June 2, 1959, at 3:30 p.m.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary

July 9, 1959

Proceedings of the postponed regular meeting of the Library Commission held Tuesday, July 7, 1959, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 p.m. by Second Vice-President Fanucchi.

The Pledge of Allegiance to the Flag was led by Commissioner Mohr.

On roll call the following were noted present: Commissioners Fanucchi, Gurich, Mohr, O'Brien, Schwabacher, Vavuris, Vayssie and Wu. Absent: Commissioners McGregor, Moore and Turner.

Commissioner Mohr moved and Commissioner Vavuris seconded that the minutes of the May meeting be approved and placed on file. There being no objection, it was so ordered.

Mr. Clarke stated that the Commission should again request the lifting of residence requirements as they now apply for prospective Library Department employees, and particularly for the X42 Librarian classification, since the Civil Service Commission now requires a Library School credential for persons applying for that classification.

It was moved by Commissioner Mohr and seconded by Commissioner Vavuris that the Civil Service Commission be requested to lift the residence requirements for the X42 classification and also for the new position of Coordinator of Children's Activities.

After a brief discussion on the motion, during which Commissioner Mohr pointed out that some other jurisdictions have a probationary period of one year to allow new employees to satisfy the residence requirement pending permanent status, the motion was unanimously adopted. Mr. Clarke stated that only a six month probationary period is now the rule, but that perhaps this could be altered by a stipulation in the Scopes as prepared for the new positions.

LIBRARY OPERATIONS COMMITTEE

Chairman Mohr reported that Governor Brown had signed the 1959-60 State budget which included an appropriation for the moving of the Sutro Library to the University of San Francisco. She added that no indication had been received as to whether interested citizens planned legal action to prevent the transfer.

Referring to the requests of residents of the Glen Park District for more library service hours, Chairman Mohr stated that the Department of City Planning is now up-dating the Branch Library Location Plan, and that the question of changes in hours of operation might better be resolved after studying that report.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

In the absence of Chairman Turner, Commissioner Mohr reported for the Committee. She read a communication from the Director, Department of Public Works, under date of June 18, 1959, which recited the estimates of cost for cleaning the exterior of the Main Library. The total estimate included $8,000.00 for actual cleaning and $13,500.00 for pointing up the masonry joints, total $21,500.00.

Following discussion on the cost estimates, Department of Public Works juris-

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diction, and the possibility of sand blasting versus steam cleaning, Commissioner Vavuris moved, Commissioner O'Brien seconded and the Commission by unanimous action voted to approve the request for a supplemental budget appropriation in the amount of $21,500.00 for the indicated project, but with the stipulation that the Library Commission be allowed to review the tabulation of contractor's bids and that the Department of Public Works be asked to evaluate carefully the alternative cleaning methods.

President Schwabacher assumed the Chair.

PUBLIC RELATIONS COMMITTEE

Chairman Wu asked that each Commissioner present contribute $5.00 for the Commission fund which had been depleted.

The Chairman stated that Miss Anne M. Farrell, Public Relations Librarian, had attended the American Library Association Conference, but had not yet returned, so that her monthly activities report could not be presented. Commissioner Mohr was asked to highlight the Conference activities, since she had attended also. Commissioner Mohr indicated that her report would be prepared within the week, duplicated and sent to all Commission members.

BOOKS AND ART COMMITTEE

In the absence of Chairman McGregor, Commissioner Wu presented the Committee report. He asked Commissioner Mohr to report on the latest developments in the matter of the completion and erection of the Bufano statues.

Commissioner Mohr stated that she had accompanied Art Commissioners Jackson and Sinton in their inspection of the two pieces of statuary. Although the matter is still under consideration, Commissioner Mohr indicated the Art Commissioners had suggested placing the red marble figure in one of two possible locations at the North Beach Branch Library, and the other figure at the new McCreery Branch Library, when completed. She added that there was strong feeling against using mosaics in the completion of the pieces.

Commissioner Mohr suggested that other Commission members should also inspect the statues. President Schwabacher asked that a special committee composed of Commissioners Mohr, Fanucchi, Vayssie and Wu act on Commissioner Mohr's suggestion.

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Moore, Commissioner Vayssie reported for the Committee. He called attention to the monthly financial reports. Commissioner Fanucchi moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to approve the following Library Department expenditures for the months indicated:

	Expenditures May 1959	Expenditures June 1959	Est. Expenses July 1959
Salaries and Wages	$ 90,740.28	$ 88,221.67	$100,000.00
Contractual Services	2,524.67	2,606.43	1,000.00
Binding	----	----	13,230.00
Books, Binding Mater., Catalog Cards	12,448.76	282.42	10,000.00
Materials and Supplies	513.64	345.73	1,500.00
Equipment	323.49	437.75	500.00

Membership Dues	----	···9.00	25.00
Maint. & Repair, Buildings	5,045.00	5,045.00	5,045.00
Maint. & Repair, Automotive Equip't.	100.00	6.73	100.00
Services of Other Departments	1,250.00	1,250.00	1,250.00
Reproduction Service	----	37.82	50.00
Scavenger Service	125.48	125.48	125.48
Telephone and Telegraph	200.00	200.00	200.00
Window Cleaning	199.00	199.00	400.00
Gasoline, Oil and Fuel	280.83	100.00	100.00
Drygoods	----	----	35.00
Compensation Insurance	30.00	30.00	30.00
Retirement	8,536.00	8,536.00	8,536.00
Health Service	191.42	191.42	191.42
Branch Rentals	1,175.00	1.175.00	1,175.00
Heat, Light and Power	2,618.12	2,600.00	2,600.00
TOTALS	$126,301.69	$111,399.45	$146,092.90

It was moved by Commissioner Fanucchi, seconded by Commissioner Vavuris and unanimously adopted that the lists of books on economic and political subjects in the amounts of $316.00 and $264.20 purchased from the Fuhrman Bequest Fund during the months of May and June, respectively, as submitted by the Librarian, be approved.

It was moved by Commissioner Fanucchi, seconded by Commissioner Gurich and unanimously adopted that the following resolution be approved:

RESOLUTION #111

RESOLVED That the Controller be requested to encumber $1,000.00 from the Book appropriation to cover an amount sufficient to purchase books and materials and supplies from the Purchaser's Revolving Fund in amount under $100.00 as per Procurement Procedure Supplemental #20, dated February 20, 1953 issued by the Controller.

RESOLUTION #112

RESOLVED That the Controller be requested to allot an additonal $10,000.00 in the Contractual Services appropriation to cover purchase of periodicals, newspapers and other services for the first half of the fiscal year 1959-60.

LIBRARY INSPECTION COMMITTEE

Chairman Vayssie asked the President for a clarification of the duties of the committee. President Schwabacher stated that in forming the new committee it was his hope that all Commissioners, but particularly the more recent appointees, would be encouraged to become better acquainted with the Library Department's physical plant. The President added that he felt that in doing this the Commissioners would be able to more effectively present requests for improvements at the time the budget is being considered. In this regard Mr. Clarke announced that the Department of Public Works has requested that lists of all maintenance and repair, reconstruction and rehabilitation and capital improvement requests to be included in the 1960-61 budget be forwarded by August 14, 1959.

President Schwabacher asked that Mr. Clarke and the Secretary prepare the lists indicated above prior to the August Commission meeting. Commissioner Gurich ex-

pressed a desire to visit some of the branch libraries soon.

POLICY AND PROCEDURES COMMITTEE

Chairman Vavuris reported that he, Commissioner Fanucchi and Mr. Clarke had met with the Civil Service Commission relative to a proposed Charter amendment which would provide for the position of Assistant City Librarian to be exempt from Civil Service status. Mr. Clarke informed the Commission that a formal hearing on this matter would be conducted by the Civil Service Commission at approximately 4:30 p.m., Thursday, July 9, 1959. He added that he expected to have a written expression of opinion from Mr. Greenaway on this matter prior to the hearing.

Commissioner Mohr stressed that comparable administrative positions in other jurisdictions were usually appointive, and that in her conversation with Mr. Greenaway at the A.L.A. Conference he had again indicated that the subject position should be exempt from Civil Service.

During the general discussion which followed Commissioner Mohr indicated that technical positions are usually appointive because of the training required. President Schwabacher suggested that Mr. Greenaway be asked to furnish a list of similar positions in other jurisdictions indicating which are appointive.

Chairman Vavuris stated that he felt the Civil Service Commission needed more information on just why the Library Commission desired the Assistant City Librarian position to be exempted from Civil Service. In line with a suggestion by Commissioner Fanucchi, Mr. Clarke and the Secretary were asked to prepare a list of the appointive positions in other city departments.

It was moved by Chairman Vavuris, seconded by Commissioner Gurich and unanimously adopted that as much pertinent information on the above matter be assembled for the hearing by the Civil Service Commission and that support of various organizations be sought.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Fanucchi announced that four architectural firms had been recommended to the Commission by the Chief Administrative Officer for the McCreery Branch Library project: 1) Appleton and Wolfard; 2) Ernest Born; 3) Wm. Stephen Allen; and 4) Leonard Mosias.

Following discussion, Chairman Fanucchi moved, Commissioner Vayssie seconded and the Commission by unanimous action voted to request the services of Appleton and Wolfard as architects for the McCreery Branch Library project.

The matter of the construction of a branch library in the southeastern section of the city was introduced by Chairman Fanucchi. This branch to be financed with funds recently willed to the Library Department by Miss Anna M. Waden. Since it might be possible to have a partial distribution of the funds under the will, it was suggested that Mr. Clarke ask the Director of Property for an evaluation of the three possible sites for the branch extension. Members of the Committee were asked to inspect the locations considered appropriate, even though the final selection might wait until the revised Branch Library Location Plan is forwarded by the Department of City Planning.

WELFARE OF EMPLOYEES COMMITTEE

Chairman O'Brien moved, Commissioner Vayssie seconded and the Commission by

unanimous action adopted the following resolutions:

RESOLUTION #113

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of May 1959, be approved:

B511 TYPIST I

Rotsel, Rose (OA) P-553

X52 LIBRARY PAGE, Part-time

O'Connor, Gerald

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

Form No.	Name	Form No.	Name
T-1638	Cox, B.	T-1640	Michalske, R.
	Chase, J.	T-1641	Fowler, M.
	Thompson, T.	T-1642	Brown, M.
	DelSecco, C.	T-1643	Domingues, M.
	Kavanaugh, J.	T-1644	Hongisto, D.
T-1639	Brady, R.		Spitalny, L.
	Winther, R.	T-1645	Smith, H.
	Stallings, S.		

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

X42 LIBRARIAN, Part-time

Hughes, N.
Brunn, M.

X52 LIBRARY PAGE, Part-time

Conway, J.
Dower, M.

RESOLUTION #114

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of June 1959, be approved:

B511 TYPIST I

Duggan, Marilyn (OA) P-553

C52 ELEVATOR OPERATOR

Kirby Richard (OA) P-527
Slattery, Peter (OA) P-527

X42 LIBRARIAN

Brown, Malcolm (OA) P-555

X52 LIBRARY PAGE, Part-time

Fowler, James
Daly, Michael
Macobson, Michael
Zachariou, Peter

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

Form No.	Name
T-1648	Louie, Lenard 107-63
T-1649	Negoesco, Steven 93-63
T-1650	Cunningham, Donald V6-63

AND FURTHER That the following resignations of non-civil service, temporary and part-time positions be accepted:

X42 LIBRARIAN, Part-time

Hogue, Patricia
Moore, Nancy
Benas, Gwendolyn
Baumgartner, Victor

X52 LIBRARY PAGE, Part-time

Brady, T.
Commins, C.
Firenze, K.
Frederick, K.
Graziani, G.
Greenberg, A.
Howell, J.
Jensen, M.
Kelly, W.
McGettigan, N.
Meagles, R.
Santiesteban, H.
Sargentini, A.
Webb, J.

SURVEY STUDY COMMITTEE

In the absence of Chairman Moore, Commissioner Mohr reported for the committee. She highlighted the most recent meeting activities of the Mayor's Library Survey Committee, and stressed that in talking with Mr. Greenaway he had offered some suggestions on the organization and functions of the Mayor's Committee. The creation of a Steering Committee for the group was particularly stressed by Mr. Greenaway. It should be composed of one member from the Mayor's Committee, one Commissioner and one Library Department staff member, in Mr. Greenaway's opinion. The various subcommittees of the larger Mayor's Committee would receive direction from the Steering Committee, and it would coordinate the activities of all sub-committees. Commissioner Mohr added that the sub-committee chairmen should not be Commission members. These and other suggestions made by Mr. Greenaway will be included in her written report of her conversation with Mr. Greenaway, Commissioner Mohr reported.

The Secretary was asked to send postal cards to the members of the Mayor's Library Survey Committee reminding them of the second tour of the Main Library scheduled for July 14, 1959.

Commissioner Mohr mentioned that October 24 and 25, 1959 were the important dates for Trustees and Commissioners during the California Library Association Conference to be held in Sacramento.

COMMUNICATIONS

From Mrs. John M. Douglas, Chairman, Hunters Point Committee, United Community Fund, and from A. F. Mailloux, Chairman, Housing Authority of the City and County of San Francisco, re: requests for a permanent branch library in the Bayview District. Acknowledge and file. (See Planning and Development Committee report.)

From Mrs. Leon Olson and from the Edward Robeson Taylor School P.T.A., re: request for a permanent branch library in the Portola District. Acknowledge and file. (See Planning and Development Committee report.)

From Mrs. John Rogers, Library Chairman, Glen Park P.T.A., and from Mrs. Mayer Girande, and from Mrs. Dorothy Pariani, Secretary, Glen Park Property Owners Association, and from Mrs. Margaret Ann Garvin, re: request for more hours of library service at the Glen Park Branch Library. Acknowledge and file. (See Library

Operations Committee report.)

From Mr. John M. Vargas, re: asking consideration of a lot at Ocean Avenue and Victoria Street as a possible branch library location. Acknowledge and file. (See Planning and Development Committee report.)

From Leonard S. Mosias, A.I.A., re: request for consideration as architect for the McCreery Branch Library project. Acknowledge and file. (See Planning and Development Committee report.)

From Commissioner Rose M. Fanucchi, re: expressing gratitude to her fellow Commissioners, the City Librarian and the Secretary for the floral arrangement sent during the Commissioner's recent confinement in hospital. File.

From Martin R. Lehrberger, Principal, and Pauline L. Mahon, Assistant Principal, Sir Francis Drake and Annex Schools, re: expressing gratitude for the continued service supplied by the Bookmobile. File.

From Philip L. Rezos, Director of Property, re: rental collections for Library-owned premises at 45 Hyde Street for the months of April and May 1959. File.

On motion duly made, seconded and unanimously adopted the meeting was declared adjourned until Tuesday, August 4, 1959, at 3:30 p.m.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary

SAN FRANCISCO PUBLIC LIBRARY

July 31, 1959

Proceedings of the special meeting of the Library Commission held Tuesday, July 28, 1959, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 p.m. by Second Vice-President Fanucchi.

The Pledge of Allegiance to the Flag was recited.

On roll call the following were noted present: Commissioners Fanucchi, Gurich, Mohr, O'Brien, Turner, Vavuris and Vayssie. Absent: Commissioners McGregor, Moore, Schwabacher, and Wu.

Miss Mildred J. Bell and Mr. William G. Menary, members of the 1959 Grand Jury of the City and County of San Francisco, were introduced by Commissioner Fanucchi.

Commissioner Vavuris, Chairman of the Policy and Procedures Committee, was asked by Commissioner Fanucchi to present a report on the meeting held prior to the Commission meeting.

Commissioner Vavuris stated that the members of the Committee had discussed in detail the proposal to create the position of Assistant City Librarian. He summarized the proceedings of the Civil Service Commission with regard to this subject. The Committee feels that genuine progress is being made in implementing the recommendations made by Mr. Greenaway in his survey report, the Chairman remarked. To determine the best course with regard to the subject matter, the proposal to create this important new executive position, further study should be undertaken, the Chairman added. He moved, Commissioner Gurich seconded and the Commission by unanimous action voted to rescind its former action requesting a Charter amendment to provide for the appointment of an Assistant City Librarian.

Commissioner Vavuris moved, Commissioner Turner seconded and the Commission by unanimous action voted to request that the City Librarian advise the Board of Supervisors and the Civil Service Commission of the action indicated above.

Commissioner Fanucchi asked Miss Bell and Mr. Menary to address the meeting. Both Grand Jurors indicated their interest in library matters and expressed the hope that they could attend future Library Commission meetings to learn more of the Library's needs and objectives.

The matter for which the special meeting of the Commission had been called being disposed of, it was duly moved, seconded and unanimously adopted that the meeting be declared adjourned.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary

SAN FRANCISCO PUBLIC LIBRARY

August 6, 1959

Proceedings of the regular meeting of the Library Commission held Tuesday, August 4, 1959, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 p.m. by Second Vice-President Fanucchi.

The Pledge of Allegiance to the Flag was led by Commissioner Wu.

On roll call the following were noted present: Commissioners Fanucchi, Gurich, Mohr, Turner, Vavuris, Vayssie and Wu. Absent: Commissioners McGregor, Moore, O'Brien and Schwabacher.

Commissioner Turner moved and Commissioner Mohr seconded that the minutes of the July meeting be approved and placed on file, and that the minutes of the special meeting held Tuesday, July 28, 1959, also be approved and placed on file. There being no objection, it was so ordered.

Mr. Clarke reported that, pursuant to the request of the Library Commission, the Civil Service Commission, Mayor Christopher and the Judiciary Committee of the Board of Supervisors had agreed to the lifting of residence requirements for the X42 Librarian classification. He added that the full Board of Supervisors would consider this recommendation on Monday, August 10, 1959.

The request of the Library Commission for the lifting of residence requirements for the new position of X10 Coordinator was denied, the City Librarian stated. He also mentioned that the Civil Service Commission had suggested that if the successful candidate for this position is without a Library School credential that he or she be granted two to three years to acquire the credential.

Considerable pertinent discussion followed with regard to the foregoing matter. Commissioner Mohr moved, Commissioner Gurich seconded and the Commission by unanimous action voted to postpone the action necessary to fill the position of X10 Coordinator until the September meeting, before which time the Welfare of Employees and Policy and Procedures Committees are to meet jointly to study the matter in detail.

With regard to the above subject, Mr. Clarke was asked to prepare a list of staff members who could be considered eligible to take the promotional examination for the X10 Coordinator position on the basis of experience or education, or both.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Chairman Turner reported on the status of the supplemental budget appropriation requested by the Commission for the purpose of cleaning the exterior of the Main Library and related work. The Controller's Office had informed the Secretary that no funds are available for this project now, and that it would be October or November before funds would be available for such non-budget requests. The Chairman stated that the supplemental request would be kept on file pending availability of funds, in conformance with Mayor Christopher's desire.

It was reported by Chairman Turner that Mr. Clarke has been inspecting the various library buildings in order to compile lists of Maintenance and Repair, Reconstruction and Rehabilitation and Capital Improvement projects for inclusion in the 1960-61 budget. The lists will be submitted to the Department of Public Works by August 14, 1959, the deadline date, Mr. Clarke stated, but the Commission may

delete any project, if it so desires, at the September meeting.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Vayssie moved, Commissioner Mohr seconded and the Commission by unanimous action voted to formally approve the following resolution, as introduced by Chairman Fanucchi:

RESOLUTION #115

RESOLVED That the Library Commission hereby names and designates the firm of Appleton & Wolfard to be the project architects for the new McCreery Branch Library.

Chairman Fanucchi asked Mr. Clarke to elaborate on the proposal to change the name of the McCreery Branch Library. The latter explained that it is necessary to start ordering new books for the branch, and that the decision on any change of name should be made immediately.

Following discussion, it was moved by Commissioner Vayssie, seconded by Commissioner Gurich and unanimously adopted that the name of the extension be changed to Eureka Valley Branch Library to follow the pattern which has been used in naming other libraries after the districts in which they are located. The Secretary was directed to advise the civic organizations in the district of the proposed change.

LIBRARY OPERATIONS COMMITTEE

Chairman Mohr read a communication from Mrs. Carma R. Zimmerman, State Librarian, under date of July 22, 1959, in which the schedule for the removal of the Sutro Library from the Main Library building was given. It was moved by Chairman Mohr, seconded by Commissioner Turner and unanimously adopted that the Secretary be requested to acknowledge the State Librarian's communication.

SURVEY STUDY COMMITTEE

In the absence of Chairman Moore, Commissioner Mohr reported for the Committee. She pointed out the assistance which the Mayor's Library Survey Committee and the Friends of the Library should be asked to give if the Commission desires to schedule Charter amendments or a bond issue.

Commissioner Mohr thanked her fellow Commissioners for the opportunity to attend the American Library Association Conference in Washington, D.C. She asked that the reports of Miss Farrell and Miss Collopy, the other two official delegates to the Conference, be duplicated by the Secretary's Office and distributed to Commission members.

PUBLIC RELATIONS COMMITTEE

Chairman Wu called the attention of the Commission to Miss Farrell's report of her public relations activities during the month of May. He summarized her report covering the months of June and July. Included were lists of materials distributed on behalf of various organizations, library tours arranged, meetings attended and announcement of speakers scheduled to appear at future library-sponsored programs.

BOOKS AND ART COMMITTEE

In the absence of Chairman McGregor, Commissioner Wu reported for the Committee.

He requested that following his return from vacation the special committee appointed by President Schwabacher arrange to view the Bufano statues. Commissioner Mohr stated that Mr. Harold Wolfard had looked at the statues, and had given his opinion concerning possible locations for them. The Secretary was asked to have Mr. Wolfard set down his recommendations in a written communication for the guidance of the Commission.

Mr. Clarke was asked to schedule a visit for the special committee to view the Bufano statues, and also a tour of possible sites for the new branch library to be constructed in the southeastern section of the city. Commissioner Vavuris again remarked that it would be well to seek a partial distribution of the funds under the will of Miss Anna M. Waden in order that a site might be purchased for the branch referred to above prior to possible further increases in land prices.

LIBRARY INSPECTION COMMITTEE

Chairman Vayssie stated that he had visited the North Beach Branch Library for the first time at night and was amazed at the heavy patronage and very pleased by the beauty of the building as seen after dark. Mr. Clarke remarked that the North Beach Branch Library is currently first among the branches in circulation.

It was moved by Chairman Vayssie, seconded by Commissioner Wu and unanimously approved that the Recreation and Park Department be advised of its responsibility in connection with any maintenance and repair work to be accomplished on the convenience facilities adjoining the play area at the North Beach Branch Library.

POLICY AND PROCEDURES COMMITTEE

Chairman Vavuris elaborated on the report of the City Librarian with reference to the lifting of residence requirements for the position of X42 Librarian. Monthly examinations will be held for this classification, and the waiving of residence requirements will be on a month to month basis until July 1, 1960, the Chairman informed the Commission.

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Moore, Commissioner Vayssie reported for the Committee. He moved, Commissioner Mohr seconded and the Commission by unanimous action voted to approve the Library Department expenditures for July and the proposed expenditures for August, 1959 as shown:

Object of Expenditure	Expenditures July 1959	Est. Expenses August 1959
Salaries and Wages	$100,923.52	$110,000.00
Contractual Services	5,078.93	1,000.00
Binding	13,230.00	----
Materials and Supplies	3,148.72	1,000.00
Books, Binding Materials, Catalog Cards	21,060.89	20,000.00
Equipment	----	500.00
Membership Dues	----	25.00
Maintenance and Repair, Buildings	2,500.00	2,500.00
Maintenance and Repair, Automotive Equipment	----	100.00
Reproduction Service	11.90	25.00
Telephone and Telegraph	200.00	200.00
Scavenger Service	134.75	134.75
Pest Control Service	----	72.00

Window Cleaning	806.00	212.00
Gasoline, Oil and Fuel	287.82	100.00
Drygoods	71.29	20.00
Compensation Insurance	30.00	30.00
Retirement	9,352.00	9,352.00
Health Service	429.00	429.00
Branch Rentals	1,175.00	1.175.00
Automobile Insurance	----	450.00
Services of Other Departments	1,283.00	1,283.00
Heat, Light and Power	2,705.00	2,705.00
TOTALS	$162,427.82	$151,312.75

It was moved by Commissioner Vayssie, seconded by Commissioner Turner and unanimously adopted that the list of books on economic and political subjects in the amount of $2,568.62 purchased from the Fuhrman Bequest Fund during the month of July, 1959, as submitted by the Librarian, be approved.

Commissioner Vayssie moved, Commissioner Wu seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #117

RESOLVED That the Library Commission hereby authorizes that the twenty-five cents non-refundable service charge for Deposit Cards be entered into the Revenue Account, Miscellaneous Income, rather than Fines as it is being done now, upon the recommendation of the Audit Division of the Controller's Office.

The schedule for the submission of bond issues to be placed on the ballots at the 1960 elections, as forwarded by the Clerk of the Board of Supervisors, was highlighted by Commissioner Vayssie. Since the Library Commission may desire to submit a bond issue to the electorate in 1960, it was suggested that Chairman Moore be asked to hold a meeting of this Committee upon his return from vacation to explore this matter.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, Commission Gurich reported for the Committee. He moved, Commissioner Turner seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #116

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of July, 1959, be approved:

B222 GENERAL CLERK

Christianson, Dean (OA)

B512 GENERAL CLERK-TYPIST

Hilder, Allie (OA)

C102 JANITRESS

Knowles, Estella (OA)

C104 JANITOR

Shea, Neil (OA)
Turni, Peter (OA)

X42 LIBRARIAN

Cox, Barbara (OA)	Galban, George (OA)	Nobbe, Emelia (OA)
Boldt, Robert (OA)	Keegan, A. Peter (OA)	Stallings, Selma (OA) and T-1654

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

Keegan, A. Peter	McCarron, Kerwin	Gosland, Philip
Chew, Peggy	Thompson, Frances	Kim, Bill
Motta, Anita	Kunzman, Jerome	Sebanc, Donald
Gentz, Marvin	Drukman, Mason	Behar, Soloman
Sellman, Roland	Crews, Clemont	Calloway, Josephine
Selhorn, Donn	Maloney, Edward	Kinsky, Diane

OTHER TEMPORARY APPOINTMENTS

X52 LIBRARY PAGE

Chan, Diane	Flynn, Mary	Moore, Patricia
Coleman, Edmond	Goldberg, Paul	Murphy, Valerie
Cronin, Melvyn	Hannigan, Jane	Owen, Nancy
Dahlstrom, Walter	Iavarone, Frank	Thom, James
Durden, John	Kelleher, Andrew	Vocke, Eleanor
Ellis, John	Kiely, Daniel	Wilson, Diane
Engler, Michael	Kuhnle, Judith	Wu, Laurene
Fegan, Sandra	Mendez, Joseph	Freed, Jonathan
Engler, Phyllis	Manetas, Michael	

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

X42 LIBRARIAN, Part-time

Murphy, Mary
Troy, Jerry

X52 LIBRARY PAGE, Part-time

Stubbs, Noel

Commissioner Vavuris inquired whether there had been a significant decrease in book thefts since requiring that the appropriate Library Department personnel be identified with the designation of "Guard". Mr. Clarke replied that the loss of books appeared to be decreasing, but that he would check this impression with the appropriate department heads.

COMMUNICATIONS

From Dr. Averil M. Lysaght, British Museum, London, re: protesting removal of the Sutro Library from the San Francisco Public Library and urging that it not be placed in other than a public institution. Duplicate, with copies to Governor Brown, State Senator McAteer, the State Librarian; acknowledge and file.

From Donald D. Bock, Deputy Executive Director for Management, American Library Association, re: possible choice of San Francisco for the American Library Association Conference in 1964. Acknowledge and file.

From Carman R. Zimmerman, State Librarian, re: schedule for the removal of the Sutro Library from the Main Library. Acknowledge and file. (See Library Operations

Committee report.)

From William H. Baker, President, Great Books Council of San Francisco, re: expressing gratitude for the use of library meeting rooms by Great Books discussion groups. File.

From George J. Grubb, General Manager, Personnel, re: city-wide classification survey to be made during current fiscal year. File.

From Ryan and Lee, architects, re: requesting consideration for appointment as architects for future branch library construction. Acknowledge and file.

From Edna F. Erney, Secretary, Eureka District Merchants Association, re: inquiring as to progress being made on replacement of the McCreery Branch Library. Acknowledge and file. (See Planning and Development Committee report.)

From Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises at 45 Hyde Street for the month of June, 1959. File.

Commissioner Fanucchi asked Miss Mildred J. Bell, Grand Juror, to address the Commission. Miss Bell expressed her interest in observing the Commission meeting, and stated that she hoped to be in attendance at future meetings as well. She suggested that patrons might be watched after they are outside the library to see if they then bring books out into view which they had not properly checked out. Mr. Clarke was asked to implement this suggestion.

Miss Bell stated that an acquaintance employed at the Dutch Information Service had been very pleased with the service afforded by the Reference Department of the library.

Mrs. Iris Mote', a member of the Mayor's Library Survey Committee, was introduced by Commissioner Fanucchi. Mrs. Mote' also remarked about book thefts, adding that in her opinion certain members of the Circulation Department staff with whom she had had contact might be encouraged to show greater interest in the handling and checking out of books. Mr. Clarke agreed to study the matter.

Commissioner Vavuris moved, Commissioner Vayssie seconded and the Commission by unanimous action voted to adjourn the meeting until 3:30 p.m., Tuesday, September 1, 1959.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr., Secretary

SAN FRANCISCO PUBLIC LIBRARY

LIBRARY COMMISSION

1959

PRESIDENT	Albert E. Schwabacher, Jr.
First Vice-President	Rose M. Fanucchi
Second Vice-President	S. Lee Vavuris

STANDING COMMITTEES

PLANNING AND DEVELOPMENT

Fanucchi, Chairman
Lepetich
McGregor
Vayssie
Wu

FINANCE, AUDIT AND BUDGET

Vayssie, Chairman
Mohr
Vavuris
Wu

WELFARE OF EMPLOYEES

O'Brien, Chairman
Fanucchi
Gurich

BUILDING, CONSTRUCTION AND MAINTENANCE

Turner, Chairman
Gurich
Lepetich

BOOKS AND ART

McGregor, Chairman
Gurich
Lepetich
Turner

POLICY AND PROCEDURES

Vavuris, Chairman
Fanucchi
O'Brien
Wu

LIBRARY OPERATIONS

Mohr, Chairman
Vavuris
Vayesie
Wu

PUBLIC RELATIONS

Wu, Chairman
Mohr
O'Brien
Turner

LIBRARY INSPECTION

Vayssie, Chairman
Gurich
Lepetich
Turner

LIBRARY SURVEY (SPECIAL)

Fanucchi, Chairman
McGregor
Mohr
Vavuris

(Revised 9-1-59)

SAN FRANCISCO PUBLIC LIBRARY

September 11, 1959

Proceedings of the regular meeting of the Library Commission held Tuesday, September 1, 1959, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 p.m. by Second Vice-President Fanucchi.

The Pledge of Allegiance to the Flag was led by Commissioner Mohr.

On roll call the following were noted present: Commissioners Fanucchi, Gurich, Lepetich, Mohr, O'Brien, Schwabacher, Turner, Vavuris, Vayssie and Wu. Absent: Commissioner McGregor.

Commissioner Vavuris moved and Commissioner Gurich seconded that the minutes of the August meeting be approved and placed on file. There being no objection, it was so ordered.

Commissioner Lepetich was congratulated on his appointment to the Commission, and welcomed to the meeting by Commissioner Fanucchi, who also spoke with regret of losing Commissioner J. Max Moore to the Board of Permit Appeals.

The General Manager of Personnel, Mr. George J. Grubb, was introduced by Commissioner Fanucchi. Mr. Grubb, at the request of the Commission, outlined the position of the Civil Service Commission with regard to the filling of the position of X10 Coordinator, a new employment authorized for the Library Department in the 1959-60 budget. The points advanced by Mr. Grubb included the need for maintaining the integrity of the Civil Service promotive system, the possibility of having the successful candidate for the position secure the formal academic training within a specified period of time following appointment, if without such training at the time of appointment and the doubt that anyone outside of the Library Department, but a resident of San Francisco would possess sufficiently high qualifications in line with the responsibilities and salary involved.

Members of the Commission challenged several of Mr. Grubb's statements, but thanked him for his appearance. Mr. Grubb was informed that the Policy and Procedures and Welfare of Employees Committees would take his statements into consideration when next they meet jointly on this matter.

President Schwabacher assumed the Chair.

The matter of the resumption of Sunday openings of the Main Library was introduced by Mr. Clarke. He pointed out that only three new professional positions had been allowed in the budget, hence the problem of granting compensatory time off to those persons working on Sundays would have to be faced again.

President Schwabacher pointed out the need for adequate advanced planning on the Sunday scheduling.

Commissioner Vavuris moved, Commissioner O'Brien seconded and the Commission by unanimous action voted to resume Sunday operation of the Main Library, on a limited basis, effective no later than October 4, 1959,and to request a supplemental budget appropriation to partially alleviate the staffing problem.

POLICY AND PROCEDURES COMMITTEE

Chairman Vavuris requested that a joint meeting with the Welfare of Employees

Committee be scheduled by the Secretary at an early date for the purpose of studying further the requirements for the position of X10 Coordinator.

Commissioner Fanucchi moved, Commissioner Gurich seconded and the Commission by unanimous action voted to approve the request of Chairman Vavuris as stated above.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Because of Chairman Turner's need to leave the meeting early the Secretary reported for the Committee. Attention was called to the mimeographed list of Maintenance and Repair, Reconstruction and Rehabilitation and Capital Improvement projects to be included in the 1960-61 budget.

President Schwabacher asked about the priority ratings for the projects listed, and asked that the Department of Public Works be requested to furnish priority ratings also.

It was suggested by Mr. Clarke that a special committee of the Commission be appointed to call upon the Chief Administrative Officer to ask his cooperation in securing a tabulation of funds spent by the Department of Public Works, particularly for Maintenance and Repair work performed on behalf of the Library Department, and also for justification for the lack of funds needed to employ a painter at the Library on a full-time basis.

President Schwabacher named Commissioners O'Brien and Vavuris as the special committee.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Fanucchi reported that a communication had been received from the Director of Property advising the Commission that the request for evaluation of certain parcels of land in the Bayview District for possible branch library construction had been received too late for him to make appraisals by this date. Mr. Clarke was directed to inform the Director of Property of the Commission's desire to have evaluations made and presented prior to the October meeting of the Commission.

It was moved by Commissioner Vavuris and seconded by Commissioner O'Brien that the Committee report be approved. There being no objection, it was so ordered.

LIBRARY OPERATIONS COMMITTEE

Chairman Mohr showed to the Commission additional communications from foreign countries in which the writers objected to the removal of the Sutro Library to the University of San Francisco.

The grant in the amount of $58,000.00 made to the Enoch Pratt Free Library for the purpose of financing coordinated studies in four major areas of public library interest and concern was mentioned by Chairman Mohr.

The Friends of the Library event scheduled during the week of Pacific Festival on Tuesday, September 22, 1959, was announced by Chairman Mohr. She encouraged all Commissioners to attend the lecture meeting.

SURVEY STUDY COMMITTEE

Commissioner Mohr reported for the Committee. She stated that she had been

unable to contact Mrs. Lombardi or Mr. Lengfeld with regard to planned activity for the Books Committee of the Mayor's Library Survey Committee because of their absence from the city. Mrs. Spreckels' work with the young people's group at the Presidio Branch Library was commended by Commissioner Mohr, who added that a General Chairman and a three-member Steering Committee should be appointed as soon as possible to direct the efforts of other members of the Mayor's Committee. President Schwabacher promised to give this matter his immediate attention.

It was moved by Commissioner Vavuris and seconded by Commissioner Fanucchi that the Committee report be approved. There being no objection, it was so ordered.

PUBLIC RELATIONS COMMITTEE

Chairman Wu called the Commission's attention to the mimeographed copies of Miss Farrell's monthly public relations activities report. Included was a reference to the Town Meeting scheduled to be held on Saturday, September 26, 1959, in preparation for the White House Conference on Children and Youth. Commissioner Mohr reported that the American Library Association had been working very hard to have libraries included in the Conference activities.

President Schwabacher asked that Chairman Wu attempt to insure that as many Commissioners as possible attend the Town Meeting.

It was moved by Commissioner Fanucchi and seconded by Commissioner O'Brien that the report of the Committee be approved. There being no objection, it was so ordered.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Vayssie reported for the Committee. Commissioner Mohr moved, Commissioner Gurich seconded and the Commission by unanimous action voted to approve the Library Department expenditures for August and the proposed expenditures for September, 1959, as shown:

Object of Expenditure	Expenditures August 1959	Est. Expenses Sept. 1959
Salaries and Wages	$104,641.58	$105,000.00
Contractual Services	957.25	1,000.00
Binding	----	----
Materials and Supplies	615.10	1,000.00
Books, Binding Materials, Catalog Cards	30,476.05	25,000.00
Equipment	----	----
Membership Dues	44.75	25.00
Maintenance and Repair, Buildings	2,500.00	2,500.00
Maintenance and Repair, Automotive Equipment	----	50.00
Reproduction Service	16.20	25.00
Telephone and Telegraph	200.00	200.00
Scavenger Service	134.75	134.75
Pest Control Service	81.50	----
Window Cleaning	212.00	212.00
Gasoline, Oil and Fuel	100.00	100.00
Drygoods	----	----
Compensation Insurance	23.33	30.00
Retirement	9,352.00	9,352.00
Health Service	429.00	429.00
Branch Rentals	1,175.00	1,175.00

Services of Other Departments	1,283.00	1,283.00
Heat, Light and Power	2,387.83	2,400.00
TOTALS	$154,629.14	$149,915.78

It was moved by Commissioner Fanucchi, seconded by Commissioner Wu and unanimously adopted that the books on economic and political subjects in the amount of $546.54, purchased from the Fuhrman Bequest Fund during the month of August, 1959, as submitted by the Librarian, be approved.

Commissioner Vavuris moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #118

RESOLVED That one Library Commissioner and three members of the Library staff be permitted to attend the California Library Association Conference at Sacramento, California, October 20-24, 1959; and be it

FURTHER RESOLVED That traveling expenses incurred be paid from City funds in accordance with Ordinance #4942, Series 1939, adopted by the Honorable Board of Supervisors, April 15, 1948.

With reference to the above resolution, Commissioner Mohr suggested that as many Commissioners as possible plan to attend the programs particularly planned for Trustees and Commissioners at the C.L.A. Conference on Friday, October 23, 1959.

Commissioner Vayssie again reminded the Commission that January 8, 1960 is the deadline date for the submission of bond issue proposals to be included on the ballot for the June election. President Schwabacher asked that Mr. Clarke undertake preliminary discussions on this matter.

LIBRARY INSPECTION COMMITTEE

Chairman Vayssie reported progress.

BOOKS AND ART COMMITTEE

A communication from Mr. Harold N. Wolfard, architect, setting down his recommendations with regard to the placement of the Bufano statues discussed at previous meetings was read by Chairman Wu. The recommendations amplified Mr. Wolfard's earlier remarks on the matter made to Commissioner Mohr verbally.

The question of the ownership of the Bufano statues was raised again. It was suggested by Commissioner Mohr that Commissioners O'Brien and Vavuris discuss this question with the Chief Administrative Officer at the same meeting when they discuss the Department of Public Works Maintenance and Repair projects.

WELFARE OF EMPLOYEES COMMITTEE

Chairman O'Brien reported for the Committee. Commissioner Fanucchi moved, Commissioner Mohr seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #119

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of August, 1959, be approved:

B210 OFFICE ASSISTANT

Martinez, Bernadette (OA)

C104 JANITOR

Manetas, Nick (OA)

0-166.1 JR. OPERATING ENGINEER

Lundquist, Leonard (OA)

X42 LIBRARIAN

Brown, Malcolm (T-1663)
Richardson, C. (T-1664)

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

Pult, Robert	Dunham, Helen	Benas, Gwendolyn
Quan, Alvina	Lally, Cecilia	Corridan, Thomas
Forsell, J.A.	Smith, Vernon	Otis, Duane
	Milber, Rose	

OTHER TEMPORARY APPOINTMENTS

X52 LIBRARY PAGE

Angeli, John	McDonald, Richard	Setzer, Jeremy
Casserly, Rita	McMahon, Phyllis	Schroder, James
Kelly, James	Murphy, Charles	Swank, Danny
Kemmitt, Michael	Rudolph, James T.	Wilkinson, James

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

X42 LIBRARIAN, Part-time

Bone, Betty
Thompson, Theresa
White, Patricia
Cushman, Helen
Conlan, Raymond

X52 LIBRARY PAGE, Part-time

Commins, Christopher
Graziani, Gary
Greenberg, Allen
Meagles, Richard
Musante, Robert
Jacobson, Michael

It was recommended by Commissioner Mohr that widespread publicity be encouraged in connection with the waiving of the residence requirements for the X42 Librarian classification.

Commissioner Vavuris moved, Commissioner Gurich seconded and the Commission by unanimous action voted to approve the following resolution of appreciation:

RESOLUTION #120

WHEREAS, The San Francisco Public Library Commission at its meeting held Tuesday, September 1, 1959, formally noted with deep regret the resignation of its First Vice-President, Honorable J. Max Moore; and

WHEREAS, As an outstanding leader in community, church and business affairs, Mr. Moore has served more than three and one-half years as a member of the Library Commission and has given unstintingly of his time, energy and ability to promote an increase in the stature of the San Francisco Public Library; and

WHEREAS, J. Max Moore, with keen perception recognized the needs of the Library Department and the requirement for an objective survey of its organizational, operational and monetary problems at this, an important point in the development of library service; and

WHEREAS, Mr. Moore, as Chairman of several of the most important committees of the Library Commission, has, through his outstanding qualities of leadership, kindliness, insight and humor earned for himself the affection, admiration and respect of his fellow Commissioners, the executives and staff members of the Library Department and of the public at large; now, therefore,

BE IT RESOLVED, That the Library Commission, in behalf of the City and County of San Francisco, in recognition of the splendid and selfless service he has rendered as a Library Commissioner, does, by this Resolution, express to J. Max Moore its appreciation for a job well done, its thanks for his important and valuable contributions, its acknowledgement of his leadership in its recent progress, and its most profound and sincere good wishes for continued health, happiness and prosperity which he so richly deserves; and

BE IT FURTHER RESOLVED, That his colleagues while regretting the resignation of Mr. Moore from the Library Commission, desire to take this opportunity to extend to him their heartiest congratulations upon being appointed a Member of the Board of Permit Appeals of the City and County of San Francisco by Mayor George Christopher, in which capacity he will be able to continue his services to the city to the benefit of all its citizens.

President Schwabacher pointed out that it would be necessary to fillthe post of Commission First Vice-President left vacant by the transfer of Commissioner J. Max Moore to the Honorable Board of Permit Appeals. He announced that nominations were in order for that office.

Commissioner Vavuris nominated Commissioner Fanucchi for the office of First Vice-President. The nomination was seconded by Commissioner Gurich. There being no further nominations, Commissioner Fanucchi was declared elected by unanimous action.

President Schwabacher announced that nominations were in order for the office of Second Vice-President.

Commissioner Vayssie nominated Commissioner Vavuris for the office of Second Vice-President. The nomination was seconded by Commissioner Gurich. There being no further nominations, Commissioner Vavuris was declared elected by unanimous vote.

Commissioners would be sent list of the membership of the various Standing Committees of the Commission, President Schwabacher announced.

COMMUNICATIONS

From Mr. Edgar Kahn, re: request for books for the University of Osaka, Japan,

library as a part of the "people to people" and "sister city" programs. Mr. Clarke and Library Commissioners as individuals to attempt to aid Mr. Kahn in his quest. Acknowledge and file.

From Mr. James Sena, San Francisco Area Representative, The Great Books Foundation, re: request for the use of certain meeting rooms in the Main and branch libraries.

It was moved by Commissioner Fanucchi and seconded by Commissioner O'Brien that the request be approved. There being no objection, it was so ordered. Acknowledge and file.

From Mr. Ralph Richardson, Secretary to Governor Brown, re: acknowledging receipt of copy of Dr. Lysaght's letter protesting removal of Sutro Library to the University of San Francisco. File.

From Harold N. Wolfard, re: his recommendations for placement of the Bufano statues. (See Books and Art Committee report.) File.

From Mr. Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises at 45 Hyde Street for the month of July, 1959. File.

President Schwabacher thanked Miss Mildred J. Bell, Grand Juror, and Mrs. William Mote', member of the Mayor's Library Survey Committee, for attending the meeting.

Commissioner Gurich moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to adjourn the meeting until 3:30 p.m. Tuesday, October 6, 1959.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary

720

October 26, 1959

Proceedings of the postponed regular meeting of the Library Commission held Thursday, October 15, 1959, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 p.m. by First Vice-President Fanucchi.

The Pledge of Allegiance to the Flag was led by Commissioner Vavuris.

On roll call the following were noted present: Commissioners Fanucchi, Gurich, Lepetich, Mohr, O'Brien, Schwabacher, Turner, Vavuris and Wu. Absent: Commissioners McGregor and Vayssie.

Commissioner Turner moved and Commissioner Wu seconded that the minutes of the September meeting be approved and placed on file. There being no objection, it was so ordered.

Miss Marie Carlberg of the Department of City Planning was introduced by Commissioner Fanucchi.

President Schwabacher assumed the Chair.

PLANNING AND DEVELOPMENT COMMITTEE

The chairman of the Committee, Commissioner Fanucchi, asked Miss Carlberg to report on the revised Branch Library Location Plan. Miss Carlberg, utilizing wall maps, pointed out suggested branch library locations and compared them with those recommended in the 1953 Plan. All Commissioners were furnished copies of the new Location Plan which had been prepared in the form of a Memorandum to the City Planning Commission from Mr. James R. McCarthly, Director of Planning.

It was moved by Chairman Fanucchi, seconded by Commissioner Wu and unanimously adopted that the City Planning Commission and Department be sent a resolution of appreciation for authorizing and conducting the Location Plan review.

Miss Carlberg stated that if the new Plan met with the approval of the Library Commission it would be necessary to ask for an amendment to the Master Plan. It was agreed that the Commission should study the document and ask for the necessary amendment at a later time, possibly at the November meeting. Chairman Fanucchi asked that the committee hold a meeting prior to the November Commission meeting so that the Location Plan could be reviewed after the individual Commissioners have had an opportunity to study it.

With regard to the Eureka Valley Branch Library, Commissioner Fanucchi stated that the project architects were awaiting site studies which are being prepared by the Bureau of Architecture and which should be completed by October 23, 1959. She added that the project architects should be able to start on the preliminary plans prior to the November meeting.

Chairman Fanucchi informed the Commission that the evaluations of three sites in the Bayview District had not yet been received from the Director of Property. The Librarian was directed to write to Mr. Rezos again requesting this information.

POLICY AND PROCEDURES COMMITTEE

Because of the absence of several Commissioners from the city the joint meeting of this and the Welfare of Employees Committee had not yet been held Chairman Vavuris reported. He stated that the matter of the X10 Coordinator appointment would be considered when the committees meet, possibly prior to the next Commission meeting.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Chairman Turner reported that the maintenance and repair jobs performed for the Library Department during September had been of a routine nature. He called on Commissioner Vavuris to report on the meeting with the Director of the Department of Public Works, Mr. Owens.

The matter of having the services of a painter on a full-time basis was mentioned first by Commissioner Vavuris. He stated that Mr. Owens had been told about the great need for a painter, but that the latter took the position that Maintenance and Repair funds could not be used for the purpose, and that it would be necessary to request a supplemental budget appropriation.

On another subject discussed with Mr. Owens, Commissioner Vavuris reported that henceforth the Library Department will receive itemized lists of maintenance and repair projects and funds spent for their accomplishment.

The City Attorney has ruled that the two Bufano statues discussed by the Commission previously are the property of the City, Commissioner Vavuris said. He added that Mr. Owens had promised to look into the matter further and to see how the statues can be moved and erected. Commissioner Mohr suggested that the statues be taken as is and erected.

The Department of Public Works will fabricate and install identification signs for the branch libraries located in rented quarters, Commissioner Vavuris reported.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Vavuris reported for the Committee. He moved, Commissioner Gurich seconded and the Commission by unanimous action voted to approve the Library Department expenditures for September and the proposed expenditures for October, 1959, as shown:

Object of Expenditure	Expenditures Sept. 1959	Est. Expenses Oct. 1959
Salaries and Wages	$101,322.24	$101,000.00
Contractual Services	1,106.14	500.00
Binding	----	23,230.00
Materials and Supplies	1,295.34	1,000.00
Books, Binding Materials, Catalog Cards	28,759.19	28,000.00
Equipment	567.91	500.00
Membership Dues	21.00	25.00
Maintenance and Repair, Automotive Equipment	99.11	50.00
Reproduction Service	4.40	15.00
Telephone and Telegraph	200.00	200.00
Scavenger Service	134.75	134.75
Pest Control Service	----	----
Window Cleaning	370.00	806.00

Gasoline, Oil and Fuel	95.45	100.00
Drygoods	7.90	15.00
Compensation Insurance	23.33	35.00
Retirement	9,352.00	9,352.00
Health Service	429.00	429.00
Branch Rentals	1,175.00	1,175.00
Services of Other Departments	1,295.00	1,295.00
Heat, Light and Power	2,463.09	2,500.00
Maintenance and Repair of Buildings	2,916.00	2,916.00
TOTALS	$150,636.85	$173,277.75

It was moved by Commissioner Vavuris, seconded by Commissioner Gurich and unanimously adopted that the books on economic and political subjects in the amount of $238.05, purchased from the Fuhrman Bequest Fund during the month of September, 1959, as submitted by the Librarian, be approved.

A gift in the amount of $25.00 from the Proodos Greek Ladies Society was announced by Commissioner Vavuris. The Secretary was directed to extend the Commission's appreciation to the Society for its generosity.

It was moved by Commissioner Vavuris, seconded by Commissioner O'Brien and unanimously adopted that the following resolution be approved:

RESOLUTION #122

RESOLVED That in line with the conversion of four positions of 2210 Office Assistant to four positions of X45 Library Assistant by the Civil Service Commission, that the amount of $8,636.00 be requested as a supplemental budget appropriation to provide funds in the Permanent Wages Appropriation to pay salaries at the rate of $1.75 per hour for the period December 1, 1959 to June 30, 1960.

It was moved by Commissioner Vavuris, seconded by Commissioner O'Brien and unanimously adopted that the following resolution be approved:

RESOLUTION #123

RESOLVED That a supplemental budget appropriation in the amount of $2,860.00 be requested to provide funds in the Permanent Wages Appropriation for the purpose of paying salary for one position of X42 Librarian for the staffing of the North Beach Branch Library for the period December 1, 1959 to June 30, 1960.

PUBLIC RELATIONS COMMITTEE

Chairman Wu called the Commission's attention to the mimeographed copies of Miss Farrell's monthly public relations activities report. Included was the announcement of an exhibit called "We Humans". Commissioner Mohr stated that a similar exhibit of Jewish culture had attracted very large crowds several years ago.

LIBRARY OPERATIONS COMMITTEE

Chairman Mohr asked Mr. Clarke to report on the Sunday opening of the Main Library. He stated that the number of patrons had not been large, but indicated that because of sports events, unusually good weather and other factors, that this

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was not surprising.

A communication from the Department Heads signed by Mrs. Marjorie A. Ford, Chairman, was read by Mr. Clarke. In it was stressed the problem of granting compensatory time off to those employees working on Sunday.

General discussion on the above point followed, and it was decided that although it might impose a hardship when departments are short staffed during the week that the Sunday openings were highly desirable. President Schwabacher asked Commissioner Mohr to study the problem further, and also requested that the Secretary have radio and television stations and the press notified about the openings so that they could be publicized.

The California Library Association Conference program was mentioned by Chairman Mohr. She urged all Commissioners to try to attend the activities scheduled for Friday, October 23, 1959, since many of them would be of particular interest to Trustees and Commissioners.

LIBRARY INSPECTION COMMITTEE

In the absence of Chairman Vayssie, Commissioner Gurich reported progress for the Committee. President Schwabacher asked that Commissioners Gurich, Lepetich and Turner, particularly, tour the branch libraries at their convenience.

WELFARE OF EMPLOYEES COMMITTEE

Chairman O'Brien moved, Commissioner Gurich seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #121

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of September, 1959, be approved:

C104 JANITOR	X42 LIBRARIAN	X20 HEAD LIBRARIAN
Bennett, Thomas	Richardson, C.	Laughrey, William
Manetas, Nick		
Tolomei, Adolph		

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

Minudri, R.	Egan, M.	Murphy, M.
Bristol, M.	Vick, P.	McKenzie, C.
Panasenko, D.	Bone, B.	Martino, C.
Lehner, J.	Ellis, A.	Green, E.
Eklund, C.	Lynch, C.	Galban, G.
Downie, F.	Allen, V.	Allen, M.
Uronovitz, B.	McGlenon, K.	Wood, R.
Herold, M.	Nobbe, E.	Zahnow, E.
Richardson, C.	McGowan, J.	McGettigan, N.
Chew, J. A.	Boldt, R.	Lombardi, J.
Collins, F.	Bristol, J.	Martin, B.
Lynch, R.	Halson, J.	Capelle, E.

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Wright, E.	Smith, P.	McNamee, G.
Fick, D.	Gill, S.	Poulos, J.
Hanson, J.	Moreton, C.	Byrnes, B.
McGowan, G.	O'Shea, H.	Brown, V.

X52 LIBRARY PAGE, Part-time

DeAmicis, J.	Adams, R.	Wilson, E.
Dowling, T.	Berry, K.	Geddes, R.
O'Donnell, K.	White, H.	Kenny, E.
Norton, T.		

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

C104 JANITOR	X42 LIBRARIAN, Part-time		X52 LIBRARY PAGE	
Manetas, Nick	Drukman, M.	Minudri, R.	Moore, M.	Fitzgerald, S.
	Smith, V.	Maloney, E.	Chan, D.	Hannigan, J.
	Louie, L.		Mendez, J.	

BOOKS AND ART COMMITTEE

In the absence of Commissioner McGregor, Commissioner Turner reported progress for the Committee.

SURVEY STUDY COMMITTEE

Chairman Fanucchi called on Commissioner Mohr who announced that Mrs. Jane Spreckels and Mr. J. Max Moore had agreed to serve as Co-Chairmen of the Mayor's Library Survey Committee. She suggested that a meeting of the Steering Committee of the group be held prior to any general meeting. It was suggested that such a meeting might be held during the week of October 25, 1959, and that a general meeting might be held on Thursday, November 12, 1959.

COMMUNICATIONS

From Merwin A. R. Jones, re: questioning relocation of the Sutro Library. Acknowledge and file.

From Edna F. Erney, Secretary, Eureka District Merchants Association, re: book collection for new Eureka Valley Branch Library. Acknowledge and file.

From Raymond S. Kimbell, General Manager, Recreation and Park Department, re: repair and maintenance of the outside public convenience facilities adjacent to the North Beach Branch Library. File.

From Philip L. Rezos, Director of Property, re: rental collections for Library-owned premises at 45 Hyde Street for the months of August and September, 1959. File.

It was moved by Commissioner Mohr, seconded by Commissioner Gurich and unanimously adopted that the meeting be declared adjourned to Thursday, November 5, 1959 at 3:30 p.m. in tribute to the memory of the late Natalie Mayo Edwin, former head of the San Francisco Public Library Children's Department, and a dedicated and expert librarian and public servent.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary

SAN FRANCISCO PUBLIC LIBRARY

December 10, 1959

Proceedings of the postponed regular meeting of the Library Commission held Wednesday, December 9, 1959, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 p.m. by First Vice-President Fanucchi.

The Pledge of Allegiance to the Flag was led by Commissioner Vavuris.

On roll call the following were noted present: Commissioners Fanucchi, Gurich, Lepetich, McGregor, Schwabacher, Turner, Vavuris and Vayssie. Absent: Commissioners Mohr, O'Brien and Wu.

Commissioner Vavuris moved and Commissioner Turner seconded that the minutes of the November meeting be approved and placed on file. There being no objection, it was so ordered.

POLICY AND PROCEDURES COMMITTEE

Chairman Vavuris stated that he, Commissioner Fanucchi and Mr. Clarke had met with Mr. George J. Grubb, Personnel Director, for the purpose of discussing the appointment of the X-10 Coordinator of Children's Work.

Mr. Grubb had informed the Committee that if non-residents were allowed to take the examination for the position, that it would be a separate examination. If anyone presently employed in the Library Department met the requirements for the examination and passed it, he would be appointed to the position even though a non-resident had passed with a higher grade, the Chairman added.

The problems of obtaining people with the appropriate educational background to take even the examination for the X-42 classification, of Mr. Grubb's desire to raise the stature of all Civil Service positions and the desirability of having more highly qualified people in the Library to take promotional examinations in the future were all discussed with Mr. Grubb, Chairman Vavuris said.

President Schwabacher assumed the Chair.

In line with the recommendation of the Committee, Commissioner Fanucchi moved and Commissioner Gurich seconded that the Civil Service Commission be requested to set up the appropriate scope and prerequisites and to schedule a promotional examination in order to fill the position of X-10 Coordinator at the earliest possible time, and further, that if no person presently employed is successful in securing the appointment that another examination be conducted for qualified non-residents as soon after the first examination as possible. The motion was unanimously adopted.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Fanucchi asked the Secretary to schedule an appointment with Mr. Justin Herman, Director of the Redevelopment Agency, for the purpose of learning if an appropriate site for a branch library may be secured in the Western Addition Redevelopment Area.

Mr. Clarke explained the new floor plan sketch for the Eureka Valley Branch Library as forwarded by Appleton & Wolfard, project architects. It was agreed that

the site development should permit space for parking of additional automobiles. Mr. Clarke was asked to transmit this recommendation to Appleton & Wolfard.

Reminding the Commission that the Finance, Audit and Budget Committee had recommended the amount of $42,500.00 for the purchase of an appropriate site for the proposed Bayview Branch Library, Chairman Fanucchi moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to communicate to the City Attorney the Commission's desire that he immediately request a partial distribution of the estate of Anna M. Wadden in order to secure the necessary funds for site purchase.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Vayssie moved, Commissioner Turner seconded and the Commission by unanimous action voted to approve the Library Department expenditures for November, 1959, as shown, and also to approve the estimated expenses for December:

Object of Expenditure	Expenditures Nov. 1959	Est. Expenses Dec. 1959
Salaries and Wages	$ 96,767.26	$104,000.00
Contractual Services	81.48	2,500.00
Binding	----	----
Materials and Supplies	548.18	500.00
Books, Binding Materials, Catalog Cards	12,633.30	12,000.00
Equipment	----	500.00
Membership Dues	118.00	100.00
Maintenance and Repair, Automotive Equipment	----	50.00
Reproduction Service	----	15.00
Telephone and Telegraph	200.00	200.00
Scavenger Service	134.75	134.75
Pest Control Service	----	----
Window Cleaning	212.00	212.00
Gasoline and Fuel	100.00	100.00
Drygoods	----	25.00
Compensation Insurance	23.33	35.00
Retirement	9,352.00	9,352.00
Health Service	429.00	429.00
Branch Rentals	1,175.00	1,175.00
Fidelity Insurance	----	20.00
Services of Other Departments	1,295.00	1,295.00
Heat, Light and Power	2,433.44	2,500.00
TOTALS	$125,502.74	$135,142.75

It was moved by Commissioner Fanucchi, seconded by Commissioner Turner and unanimously adopted that the books on economic and political subjects in the amount of $217.94, purchased from the Fuhrman Bequest Fund during the month of November, 1959, as submitted by the Librarian, be approved.

Chairman Vayssie moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #126

RESOLVED T hat during the absence of Frank A. Clarvoe, Jr., Secretary of the Library Commission, for the period December 14-28, 1959, that Mr. Elliot Chinn of

the Secretary's Office be appointed Secretary Pro-tem in order to execute the necessary documents for the efficient operation of the Library Department.

The Finance, Audit and Budget Committee held a luncheon meeting on November 17, 1959, for the purpose of discussing the tentative budget requests of the Library Department for the 1960-61 fiscal year. Since the meeting was attended by virtually all of the Commission members, Commissioner Fanucchi moved and Commissioner Turner seconded that the Finance, Audit and Budget Committee recommendation for accepting the preliminary budget requests be approved without further discussion with the exception that a request should be made for two additional positions of X-10 Coordinator rather than just one. The motion was unanimously approved. There was discussion as to how the Committee of Fifty might best aid the Commission in the presentation of the budget to the Mayor and the Finance Committee of the Board of Supervisors.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

Chairman Turner reported that the Department of Public Works had forwarded a statistical report covering the projects and amounts spent for building maintenance and repair as the Commission had requested. The Secretary was asked to have the report duplicated and to send a copy to each Commissioner.

PUBLIC RELATIONS COMMITTEE

In the absence of Chairman Wu, Commissioner Turner reported for the Committee. He called the Commission's attention to the mimeographed copies of Miss Farrell's monthly public relations activities report.

It was moved by Commissioner Vavuris, seconded by Commissioner Turner and unanimously adopted that a letter of appreciation be sent to Miss Farrell for her efforts in arranging the luncheon for the Commission on November 17, 1959.

LIBRARY INSPECTION COMMITTEE

Chairman Gurich reported that he, Commissioner Lepetich and Mr.Clarke had toured a number of the branch libraries with the purpose of looking at those maintenance and repair and rehabilitation and reconstruction items recommended for inclusion in the 1960-61 budget by the Department of Public Works. Chairman Gurich stated that on the basis of the inspection it was the recommendation of the committee that certain items be deleted from the budget, particularly those which would be covered by an architectural survey of all library buildings.

The estimated costs of certain projects were also questioned by the Committee during its inspection. The Chairman moved, Commissioner Fanucchi seconded and the Commission by unanimous action voted to again write to the Department of Public Works protesting the high estimated costs of maintenance and repair projects.

President Schwabacher asked that this Committee take the responsibility of asking Commissioners to observe the Sunday operation of the Main Library.

BOOKS AND ART COMMITTEE

Chairman McGregor showed to the Commission a copy of The Historical Cookbook of the American Negro, one of five copies donated to the Library by the San Francisco Chapter of the National Council of Negro Women, Inc. It was moved by Chairman McGregor, seconded by Commissioner Lepetich and unanimously adopted that a letter of appreciation be sent acknowledging the gift.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, Commissioner Gurich reported for the Committee. He moved, Commissioner Turner seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #125

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of November 1959 be approved:

B210 OFFICE ASSISTANT	X42 LIBRARIAN	C102 JANITRESS, Part-time
Marion Leong	June Halson	Estella Knowles

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time	X52 LIBRARY PAGE	
Stephen Negoesco	Dennis Bailey	Thomas Lonner
Donald Cunningham	Donald Baker	Peter Tognotti
	Angelos Karageorge	

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

X42 LIBRARIAN, Part-time	X52 LIBRARY PAGE, Part-time
Ralph Brady	Justin Firenze
Patricia Vick	Leland Sheldon

SURVEY STUDY COMMITTEE

Chairman Fanucchi reported that the report of this Committee tied in with the presentation of the budget as indicated under the report of the Finance, Audit and Budget Committee.

COMMUNICATIONS

From Reuben H. Owens, Director of Public Works, re: because of policy he could not approve erecting directional signs to the public libraries. File.

From Mrs. Paul I. Kenner, re: criticism of the Library Department. File.

From William L. Ramirez, Head Librarian, re: expressing gratitude at being named staff delegate to the California Library Association Conference. File.

From O'Hanrahan Pacific Agency, re: expressing commendation for work by staff members in the Reference and Art Departments. File.

From San Francisco Public Library Staff Association, re: remarks attributed to group of part-time librarians in the press do not represent the opinions of the Staff Association. Acknowledge and file.

From Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises, located at 45 Hyde Street, for the month of October, 1959. File.

There being no further business to come before the Commission, the meeting was declared adjourned to Tuesday, January 5, 1960, at 3:30 p.m.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary

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January 14, 1960

Proceedings of the postponed regular meeting of the Library Commission held Tuesday, January 12, 1960, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 p.m. by President Schwabacher.

The Pledge of Allegiance to the Flag was led by Commissioner Fanucchi.

On roll call the following were noted present: Commissioners Fanucchi, Gurich, Lepetich, McGregor, Mohr, Schwabacher, Turner, Vavuris and Wu. Absent: Commissioner O'Brien.

Commissioner Gurich moved and Commissioner Fanucchi seconded that the minutes of the December meeting be approved and placed on file. There being no objection, it was so ordered.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Fanucchi welcomed Mr. Mario G. Paolini and Mr. Walter Jebe to the Commission meeting. Mr. Paolini, appearing on behalf of the Excelsior Businessmen's Association, pointed out the urgent need for better library facilities in the Excelsior District.

It was stressed by Chairman Fanucchi that the money received from the Waden estate should not be considered as being in place of budget funds, but as an amount which would tend to accelerate the branch building program.

President Schwabacher remarked that although the building program is necessary, the need for more personnel, particularly in the processing departments, should remain as the first priority.

On the matter of the Eureka Valley Branch Library Chairman Fanucchi stated that Mr. Wolfard, project architect, was advised of the Commission's desire to have more off-street automobile parking provided. She added that Mr. Wolfard will have the preliminary plans completed in approximately six weeks, but that on January 19, 1960, at 10:00 a.m. there would be a meeting held in Mr. Wolfard's office with Mr. John Devitt, Assistant City Architect, for the purpose of discussing these preliminary plans.

With regard to the Commission's request for a partial distribution of the Waden estate for the purpose of obtaining the necessary funds for the purchase of a branch library site in the Bayview District, Chairman Fanucchi read a communication from the City Attorney stating, in part, that the Commission should request the executor of the estate for the needed money. Attached to the letter was a proposed Resolution to be presented to the Board of Supervisors which would gain the approval of that body for the acceptance of the gift by the City and County.

In view of the above, Chairman Fanucchi moved, Commissioner Turner seconded and the Commission by unanimous action voted to request that Mr. Clarke immediately contact the executor of the Waden estate to request the amount of $50,000.00 for the purpose of purchasing a site in the Bayview District, and that following the executor's approval, the suggested Resolution, authored by the City Attorney, be introduced; the extension to be known as the Anna E. Waden Branch Library.

Chairman Fanucchi reported on the meeting with Mr. Justin Herman, Director of the Redevelopment Agency, which had been held for the purpose of discussing the availability of suitable sites for a branch library in the Western Addition Redevelopment Area. Mr. Herman had informed the Committee that all property in the first area to be redeveloped had already been earmarked for specific purposes.

In order to pursue the above matter further, a luncheon meeting was held with Mr. Robert Marcus, Principal of the Benjamin Franklin Junior High School, and others interested in having a branch library in the Western Addition area, the Chairman stated. Following discussion and inspection of several possible sites, it was agreed by the Committee that the Recreation and Park Commission should be asked for some property at the west end of the Hamilton Playground.

Pursuant to the foregoing, Chairman Fanucchi moved, Commissioner Turner seconded and the Commission by unanimous action voted to request that the Recreation and Park Commission give approximately 6,000 square feet of property at the west end of the Hamilton Playground, facing on Scott Street, between Geary and Post Streets, for the purpose of constructing a branch library.

POLICY AND PROCEDURES COMMITTEE

Chairman Vavuris reported that the Library Commission's request for setting up the necessary procedures for the selection of X10 Coordinator had been forwarded to the Civil Service Commission for action.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Mohr who presented the Committee's report moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to approve the Library Department expenditures for December, 1959, and the estimated expenses for January, 1960, as shown:

Object of Expenditure	Expenditures Dec. 1959	Est. Expenses Jan. 1960
Salaries and Wages	$102,821.25	$104,000.00
Contractual Services	2,317.37	1,000.00
Binding	----	13,230.00
Materials and Supplies	805.54	1,000.00
Books, Binding Materials, Catalog Cards	16,015.51	20,000.00
Equipment	1,041.58	3,000.00
Membership Dues	75.00	100.00
Maintenance and Repair, Automotive Equipment	----	100.00
Reproduction Service	34.15	50.00
Telephone and Telegraph	200.00	200.00
Scavenger Service	134.75	134.75
Window Cleaning	212.00	436.00
Gasoline and Fuel	100.50	200.00
Drygoods	----	100.00
Compensation Insurance	23.00	35.00
Retirement	9,352.00	9,352.00
Health Service	429.00	429.00
Branch Rentals	1,175.00	1,175.00
Fidelity Insurance	20.00	----
Services of Other Departments	1,295.00	1,295.00
Heat, Light and Power	2,849.55	2,850.00
TOTALS	$138,901.20	$158,686.75

It was moved by Commissioner Mohr, seconded by Commissioner Wu and unanimously adopted that the books on economic and political subjects in the amount of $1,122.60, purchased from the Fuhrman Bequest Fund during the month of December, 1959, as submitted by the Librarian, be approved.

The Secretary called the Commission's attention to the timetable for submission of bond issue proposals to be placed on the November, 1960, ballot. President Schwabacher referred the timetable to the Committee for action.

LIBRARY OPERATIONS COMMITTEE

The problem of processing "transit" books was introduced by Chairman Mohr. She moved, Commissioner Gurich seconded and the Commission by unanimous action voted to withdraw the privilege of returning books to other than the library from which they were borrowed because of the tremendous additional workload imposed on Library Department personnel, the new policy to become effective on or about February 15, 1960.

President Schwabacher reviewed the progress report prepared for Mayor Chrisopher by the special sub-committee of the Committee of Fifty and presented by Mr. Henry H. Hart, sub-committee chairman at the Committee of Fifty meeting held Monday, January 11, 1960. The president also outlined the communication received from Mrs. Carma R. Zimmerman, State Librarian, relative to the proposal to allow the genealogical collection now housed with the Sutro Library collection to remain in the Main Library when the remainder of the collection is moved to other quarters at the University of San Francisco.

Members of the public in attendance complained about the Sutro Library closing at 5:00 p.m., and asked that it remain open until 9:00 p.m., the regular closing hour of the Main Library during the week.

Noting the recommendation of the Committee of Fifty, Commissioner Fanucchi moved and Commissioner Vavuris seconded that the Commission accept the proposal to allow the genealogical collection to remain in the Main Library with the details of the agreement to be worked out by a special committee of the Commission. President Schwabacher named Commissioners Mohr, Vavuris and Ehrhardt to serve with him as a special committee for this matter. The action was unanimously approved.

It was moved by Commissioner Vavuris, seconded by Commissioner Wu and unanimously adopted that a resolution of appreciation be directed to the Committee of Fifty for its efforts in effecting the Sutro compromise.

BUILDING, CONSTRUCTION AND MAINTENANCE COMMITTEE

At the request of Chairman Turner, Mr. Clarke reported for the Committee that a supplemental budget appropriation in the amount of $21,500.00 had been requested by the Department of Public Works for the purpose of cleaning the exterior of the Main Library. He added, however, that the Controller has not yet accumulated any surplus funds in this fiscal year with which to pay for this project.

PUBLIC RELATIONS COMMITTEE

Chairman Wu called the Commission's attention to the mimeographed copies of Miss Farrell's monthly public relations activities report.

LIBRARY INSPECTION COMMITTEE

It was reported by Chairman Gurich that no committee meeting had been held since the last Commission meeting, but that another branch library inspection tour would

be scheduled in the near future.

BOOKS AND ART COMMITTEE

Chairman McGregor reported his donation to the Library of a volume about the history of the San Francisco theater written by Mary Hicks Davidson.

Commissioner Mohr mentioned that the Bufano torso statue, one of two discussed by the Commission previously, was available for use in an appropriate location, perhaps at one of the new branch libraries.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, it was duly moved, seconded and unanimously adopted that the following resolution be approved:

RESOLUTION #127

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of December, 1959, be approved:

B222 GENERAL CLERK	C104 JANITOR
William Martland	John Amos
	David Hagen
	Nick Zaboukos

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

Richard Coenenberg	Elizabeth Sloan	Kerwin McCarron
Rene Morales	Peggy Chew	Frances Thompson
Bonnie Snow	Don Cunningham	Philip Gosland
Howard White	Stephen Negoesco	Billy Kim
Francis Kucklick	Roland Sellman	Donald Sebanc
Moira Vaughn		

X52 LIBRARY PAGE, Part-time

Donald Baker	Dennis Leong	Triant Varellas
John Bastasini	Conrad Pankake	Manuel Varian
Marianne Carson		

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted.

C104 JANITOR	X42 LIBRARIAN, Part-time	X52 LIBRARY PAGE, Part-time
Fred Hilliard	Anne Briggs	Roy Giessler
Jay C. Bennett	Marguerite Kirk	William Johnson
Kenneth Delay	Jane Lehner	Peter Slattery
		Edward Smith
		James Schroder
		Phyllis Engler

SURVEY STUDY COMMITTEE

The City Librarian, referring to the budget requests for 1960-61, called to the Commission's attention the items added since the December Commission meeting when the Commission had given its approval to the preliminary budget document.

Pursuant to the comments made by Chairman Fanucchi in her Planning and Development Committee report, Commissioner Vavuris moved, Commissioner Turner seconded and the Commission by unanimous action voted to request that Mr. Clarke make known to the Director of Property the Commission's desire for the evaluation of appropriate sites for a branch library in the Excelsior District, and that an amount necessary for the purchase of such a site be included in the 1960-61 budget requests following Commission approval.

It was moved by Commissioner Gurich, seconded by Commissioner Turner and unanimously adopted that the items added the Library Department's requests since approval of the basic budget document at the December meeting be approved.

In line with the recommendation of the City Librarian, Commissioner Turner moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to approve the following changes in the fines schedule: maximum fine for adult books to to increased to $3.00; the fine on overdue periodicals to be increased from one cent per day to two cents per day.

President Schwabacher declared that nominations were in order for Commission offices for the coming year.

Commissioner Mohr nominated Commissioner Fanucchi for the office of President. The nomination was seconded by Commissioner Wu.

Commissioner Gurich moved that the nominations be closed. The motion was seconded by Commissioner Turner. Commissioner Fanucchi was declared elected by unanimous vote.

Commissioner Gurich nominated Commissioner Vavuris for the office of First Vice-President. The nomination was seconded by Commissioner Lepetich.

Commissioner Turner moved the nominations be closed. The motion was seconded by Commissioner Fanucchi. Commissioner Vavuris was declared elected by unanimous vote.

Commissioner Lepetich nominated Commissioner Wu for the office of Second Vice-President. The nomination was seconded by Commissioner Turner.

Commissioner Gurich moved the nominations be closed. The motion was seconded by Commissioner Vavuris. Commissioner Wu was declared elected by unanimous vote.

Commissioner Schwabacher thanked his fellow Commissioners for their cooperation and interest during his term in office.

Commissioner Fanucchi expressed gratitude for her election as President. She was warmly congratulated by her fellow Commissioners.

COMMUNICATIONS

From former Commissioner Rene Vayssie, re: his pleasure at having served on the Commission and wishing the Commission success in its future deliberations. Acknowledge and file.

From the Bay View Civic Club, re: their desire for information on what is being done on the proposed branch library for the Bay View District. Acknowledge and file. (See Planning and Development Committee report.)

From the Education, Schools and Libraries Committee of the 1959 Grand Jury, re: report and recommendations concerning the Library Department. Secretary to forward recommendations to appropriate standing committees of the Commission for consideration. File.

From Mr. Ross Thompson and from Mrs. Harry C. Elliott, Regent, La Puerta de Oro Chapter, D.A.R., re: protests concerning removal of the Sutro Library to U.S.F. Acknowledge and file.

From Willaim L. Ramirez, Chairman, Executive Committee, S.F.P.L. Staff Association, re: the Association's opposition to the remarks about the Library Department attributed to a group of part-time employees as quoted in the press. Acknowledge and file.

From Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises, located at 45 Hyde Street, for the month of November, 1959. File.

There being no further business to come before the Commission, the meeting was declared adjourned to Tuesday, February 2, 1960, at 3:30 p.m.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary.

February 4, 1960

Proceedings of the regular meeting of the Library Commission held Tuesday, February 2, 1960, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 p.m. by President Fanucchi. She welcomed Commissioner Ehrhardt to his first Commission meeting since being sworn in.

The Pledge of Allegiance to the Flag was led by Commissioner Ehrhardt.

On roll call the following were noted present: Commissioners Ehrhardt, Fanucchi, Gurich, Lepetich, McGregor, Mohr, O'Brien and Turner. Absent: Commissioners Wu, Vavuris and Schwabacher.

Commissioner Gurich moved and Commissioner Mohr seconded that the minutes of the January meeting be approved and placed on file. The motion was unanimously adopted.

Commissioner Mohr, Chairman of the Library Operations and Survey Study Committees, requested that a joint meeting of the two committees be held during the week of February 8, 1960. Both Monday and Thursday were suggested. The Secretary was instructed to determine which would be the more convenient for the greatest number of Commissioners.

The City Librarian reported that the final budget figure for 1960-61, as submitted to the Controller on February 1, 1960, amounted to $2,258,110. He compared this to the amounts received by certain other large libraries for the current fiscal year. This and other appropriate information contained in the questionnaires returned by libraries of comparable size to the San Francisco Public Library will be made up in chart form to aid in the presentation of the budget to the Mayor and the Board of Supervisors, Mr. Clarke stated.

PLANNING AND DEVELOPMENT COMMITTEE

In the absence of Chairman Vavuris, Commissioner Ehrhardt reported for the Committee. He informed the Commission that committee members had inspected several proposed library sites in the Excelsior District. There had been agreement that the corner of Mission and Ruth Streets seemed the most promising location, provided the improved property at 25-27 Ruth Street could be purchased also.

The Commission was reminded that Mr. Clarke had been authorized at the January meeting to insert in the 1960-61 budget an amount necessary to purchase a site in the Excelsior District after evaluations had been made by the Director of Property. The largest site under consideration was valued at $60,000.00 by the Director of Property, and it was that amount which was included in the budget document.

Commissioner Turner moved, Commissioner O'Brien seconded and the Commission by unanimous action formally approved the inclusion of the $60,000.00 figure in the budget.

It was moved by Commissioner Gurich, seconded by Commissioner O'Brien and unanimously adopted that the Commission formally approve the action of the City Librarian in seeking an evaluation by the Director of Property of the improved property located at 25-27 Ruth Street.

The Secretary, using the sketch of the proposed floor plan for the Eureka Valley Branch Library, explained that Mr. Clarke and Mr. Wolfard had had some new

ideas regarding layout and construction.

Commissioner Mohr pointed out the need for definitely separating pedestrian and automobile traffic at the front entrance area. She also stressed the advantage of having windows placed rather high on the east wall so that shelf space would not be lost. Mr. Clarke stated that any changes in the basic plans for the Eureka Valley Branch Library would be submitted to the Commission for consideration.

With reference to the partial distribution of the Waden estate requested by the Commission, Commissioner Ehrhardt reported that the Board of Supervisors had formally accepted the amount of $50,000.00.

The Commission was informed by Commissioner Ehrhardt that a communication had been directed to the Recreation and Park Commission requesting that the west end of the Hamilton Playground, facing Scott Street, between Geary and Post Streets, be made available for the purpose of constructing a Western Addition branch library. He added that to date no reply had been received.

FINANCE, AUDIT AND BUDGET COMMITTEE

In the absence of Chairman Schwabacher, Commissioner Mohr presented the Committee's report. She moved, Commissioner Turner seconded and the Commission by unanimous action voted to approve the Library Department expenditures for January and the estimated expenses for February, 1960, as shown:

OBJECT OF EXPENDITURE	Expenditures Jan. 1960	Est. Expenses Feb. 1960
Salaries and Wages	$ 98,015.85	$102,000.00
Contractual Services	2,742.34	1,000.00
Binding	13,230.00	----
Materials and Supplies	1,063.18	1,500.00
Books, Binding Materials, Catalog Cards	24,286.98	24,000.00
Equipment	4,109.46	800.00
Membership Dues	220.50	100.00
Maintenance and Repair, Automotive Equipment	100.00	100.00
Reproduction Service	39.29	25.00
Telephone and Telegraph	200.00	200.00
Scavenger Service	134.75	134.75
Pest Control Service	15.00	50.00
Window Cleaning	436.00	212.00
Gasoline and Fuel	99.69	100.00
Drygoods	----	50.00
Compensation Insurance	33.00	35.00
Retirement	9,352.00	9,352.00
Health Service	429.00	429.00
Branch Rentals	1,175.00	1,175.00
Services of Other Departments	1,295.00	1,295.00
Heat, Light and Power	2,783.00	2,850.00
TOTALS	$159,760.04	$145,407.75

It was moved by Commissioner Mohr, seconded by Commissioner O'Brien and unanimously adopted that the books on economic and political subjects in the amount of $1,015.67, puchased from the Furhman Bequest Fund during the month of January, 1960, as submitted by the Librarian, be approved.

The Secretary was asked to prepare a summary of the present status of the Fuhrman Fund, to include present holdings and estimated income.

Commissioner Mohr moved, Commissioner Gurich seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #128

RESOLVED That the Library Commission hereby formally accepts retroactively the gift of $65.00 from the California Society of Certified Public Accountants, made on or about June 11, 1957, said gift to be used for the purpose of purchasing books on accountancy. (Note: The Library Commission acknowledged this gift when it was made. The Controller has requested this formal Resolution by the Commission.)

LIBRARY OPERATIONS COMMITTEE

Chairman Mohr called the attention of the Commission to the comprehensive report prepared by the Executive Committee of the Book Committee of the Committee of Fifty. Although she discussed some of the recommendations contained in the report, Chairman Mohr asked that it be considered in detail at the joint meeting of the Survey Study and Library Operations Committees to be held during the week of February 8, 1960. President Fanucchi referred the report to the named committees for study and action.

The City Librarian was asked to schedule a meeting with the Chief Administrative Officer for the purpose of discussing the availability of public convenience facilities in the Civic Center Garage which would be available to ease the heavy use of the Main Library facilities.

The Secretary was asked to send a communication to the Book Committee and the and the Co-Chairmen of the Committee of Fifty expressing the appreciation of the Commission for the report prepared by the Co-Chairmen of the Book Committee and referred to above.

POLICY AND PROCEDURES COMMITTEE

In the absence of Chairman Wu, President Fanucchi called the Commission's attention to the tentative examination announcement prepared by the Civil Service Commission announcing the promotional examination for the position of X10 Coordinator.

Commissioner Mohr again stressed her oppostion to the provision in the announcement which would allow a period of three years for gaining a library school credential if the successful candidate did not possess one.

It was moved by Commissioner O'Brien and seconded by Commissioner Gurich that the Civil Service Commission be advised that the Library Commission approved the tentative examination announcement. The motion was carried, Commissioner Mohr casting her vote in the negative.

BUILDING MAINTENANCE COMMITTEE

Chairman Turner asked President Fanucchi to report for the Committee on the matter of the cleaning of the exterior of the Main Library. President Fanucchi announced that the Controller had set aside the necessary $21,500.00 to accomplish this project, but that the appropriation must be approved by the Mayor and the Board of Supervisors. The Secretary was asked to advise Commission members when the Finance Committee of the Board of Supervisors is to consider the matter.

PUBLIC RELATIONS COMMITTEE

Chairman Gurich called the Commission's attention to the mimeographed copies of Miss Farrell's monthly public relations activities report. He moved, Commissioner Turner seconded and the Commission by unanimous action voted to accept and approve the report as presented.

Commissioner Mohr reminded the Commission of the annual observance of National Library Week to be held April 3 - 9, 1960. She urged that donations be sent in for the food and rummage sale which would help to meet the costs of National Library Week.

Mr. Clarke announced that Mr. Walt Disney had accepted the State Chairmanship of Library Week. Mrs. Edmund G. Brown has accepted the honorary State chairmanship, Mr. Clarke added.

President Fanucchi urged all Commissioners to attend the Kickoff Dinner for Library Week.

The Governor's Conference on Public Libraries, scheduled for April 6-7, 1960, was mentioned by Commissioner Mohr. She stressed that the majority of the persons invited to attend the Conference will by lay citizens rather than professional librarians, although the latter will be included too.

LIBRARY INSPECTION COMMITTEE

Chairman Lepetich stated that the Committee planned to inspect branch libraries, not previously inspected since the creation of this Committee, prior to the March meeting of the Commission.

WELFARE OF EMPLOYEES COMMITTEE

It was moved by Chairman O'Brien, seconded by Commissioner Turner and unanimously adopted that the following resolution by approved:

RESOLUTION #129

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of January, 1960, be approved:

B222 GENERAL CLERK	C104 JANITOR
Seaton, Thomas	Bennett, Jay C.

LIBRARY PAGE, Part-time

Hedden, John	Lyons, James	Hanratty, Marilynn
Landtbom William	O'Dwyer, Walter	Scannell, Andrea
	Pelta, Jacob	

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

Forsell, Joann	Pult, Robert	Oberstein, Marian
Kuan, Alvina	Milber, Rose	Dunham, Helen

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AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

C104 JANITOR	X42 LIBRARIAN, Part-time	B222 GENERAL CLERK
Hagen, David	Fousekis, James	Martland, William
	Johnson, Mary E.	
	White, Howard	

X52 LIBRARY PAGE, Part-time

McMahon, Phyllis	Beeman, Jerrold	Pankake, Conrad
Tumminia, Charles	Karageorge, A.	

BOOKS AND ART COMMITTEE

Chairman McGregor reported that his attorney had advised him that The Chronicle, a corporation, would receive no tax relief if it presented microfilm copies of its old files, valued at $7,500.00, to the Library. The Chairman questioned the necessity of requesting this amount in the budget for purchase of the microfilm when the public could use the files at the Chronicle.

Following discussion on the above matter, it was moved by Commissioner Gurich, seconded by Commissioner Turner and unanimously adopted that the Commission grant Chairman McGregor the power to negotiate with The Chronicle on the question of the gift of the microfilmed files. President Fanucchi asked that the Committee meet to discuss any developments in this matter.

COMMUNICATIONS

From James R. McCarthy, Director of Planning, re: rehabilitation projects in certain areas of the City; possible inclusion of certain future branch library projects. PLANNING AND DEVELOPMENT COMMITTEE.

From Howard A. West, Administrator, Sutter Towers Hospital, re: providing books for the use of patients. LIBRARY OPERATIONS COMMITTEE.

From Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises located at 45 Hyde Street for the month of December 1959. File.

There being no further business to come before the Commission, the meeting was declared adjourned to Tuesday, March 1, 1960, at 3:30 p.m.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary

SAN FRANCISCO PUBLIC LIBRARY

March 10, 1960

Proceedings of the regular meeting of the Library Commission held Tuesday, March 1, 1960, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:50 p.m. by President Fanucchi.

The Pledge of Allegiance to the Flag was led by Commissioner Lepetich.

On roll call the following were noted present: Commissioners Ehrhardt, Fanucchi, Gurich, Lepetich, McGregor, Mohr, Schwabacher, Turner, Vavuris and Wu. Absent: Commissioner O'Brien.

Commissioner Gurich moved and Commissioner Vavuris seconded that the minutes of the February meeting be approved and placed on file. There being no objection, it was so ordered.

President Fanucchi introduced Mr. Leonard M. Harrod, Director of the Raffles National Library, Singapore, who expressed his appreciation for being invited to attend the meeting and who outlined his experiences as a librarian as well as the organization structure of the Raffles National Library.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Vavuris reported that Mr. Harold N. Wolfard of Appleton & Wolfard, project architects for the new Eureka Valley Branch Library, had presented a revised floor plan for the branch to the Committee prior to the Commission meeting. The advantages of the new plan were summarized.

Reporting that the Committee favored the new plan, Chairman Vavuris moved, Commissioner Lepetich seconded and the Commission by unanimous action voted to accept the Committee's recommendation that the plan be generally approved, with the understanding that minor changes might be necessary, and that the Bureau of Architecture, Department of Public Works, be informed of this approval.

The Commission was informed by Chairman Vavuris that the Recreation and Park Commission had acted favorably on the Library Commission's request for sufficient land at the west end of Hamilton Playground for a site for a Western Addition Branch Library. The Chairman moved, Commissioner Turner seconded and the Commission by unanimous action voted to advise the Recreation and Park Commission of its willingness to wait upon that body at a mutually convenient time for the purpose of working out the exact site location and other details and also to express to the Recreation and Park Commission and to Mayor Christopher the Library Commission's appreciation for the cooperation which will enable construction of the branch without removing land from the tax rolls.

With respect to the Commission's expressed desire for an evaluation of an appropriate site for the proposed permanent Excelsior Branch Library, Chairman Vavuris reported that a communication had been received from the Director of Property advising that for appropriation purposes the amount of $25,000.00 should be requested for the purchase of the improved property at 25-27 Ruth Street. The Chairman added that the Committee felt that the unimproved property at the corner of Mission and Ruth Streets was the best site in the immediate area, but that it was too small without the adjacent improved piece referred to.

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It was moved by Chairman Vavuris, seconded by Commissioner Lepetich and unanimously adopted that the Director of Property be advised of the Commission's interest in both the unimproved and improved properties mentioned above and of the inclusion in the 1960-61 budget of a request in the amount of $60,000.00 for site purchase in the Excelsior District.

Since it now appears that the Diamond Heights project is moving forward rather rapidly, Chairman Vavuris moved, Commissioner Gurich seconded and the Commission by unanimous action voted to remind the Director of the Redevelopment Agency of the Commission's desire, expressed previously, to construct a branch library in the project area.

POLICY AND PROCEDURES COMMITTEE

Chairman Wu reported progress, and asked that a meeting of the Committee be scheduled prior to the April Commission meeting.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Schwabacher moved, Commissioner Turner seconded and the Commission by unanimous action voted to approve the Library Department expenditures for February and the estimated expenses for March, 1960, as shown:

OBJECT OF EXPENDITURE	Expenditures Feb. 1960	Est. Expenses March 1960
Salaries and Wages	$100,570.33	$102,000.00
Contractual Services	806.44	350.00
Materials and Supplies	623.31	500.00
Books, Binding Materials, Catalog Cards	24,227.55	20,000.00
Equipment	278.29	400.00
Membership Dues	32.00	100.00
Maintenance and Repair, Automotive Equipment	----	100.00
Reproduction Service	1.20	25.00
Telephone and Telegraph	200.00	200.00
Scavenger Service	134.75	134.75
Pest Control Service	72.00	----
Window Cleaning	582.00	212.00
Gasoline and Fuel	100.00	100.00
Drygoods	----	50.00
Compensation Insurance	23.22	35.00
Retirement	9,352.00	9,352.00
Health Service	429.00	429.00
Branch Rentals	1,175.00	1,175.00
Services of Other Departments	1,295.00	1,295.00
Heat, Light and Power	3,000.12	3,000.00
TOTALS	$142,902.32	$139,457.75

It was moved by Chairman Schwabacher, seconded by Commissioner Mohr and unanimously adopted that the books on economic and political subjects in the amount of $633.20, purchased from the Fuhrman Bequest Fund during the month of February, 1960, as submitted by the Librarian, be approved.

On the matter of a possible Library Department bond issue there was agreement that the architectural survey, for which $20,000.00 is being requested in the 1960-61

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budget, should be completed prior to discussing the bond issue with the Mayor and other interested parties.

BUILDING MAINTENANCE COMMITTEE

Chairman Turner announced that the Board of Supervisors had finally approved the appropriation of $21,500.00 for the cleaning of the exterior, Main Library. In response to a question, Mr. Clarke stated that it would probably be sixty to ninety days before work on this project is started.

LIBRARY INSPECTION COMMITTEE

A report on the Committee's inspection of some of the branch library buildings was made by Chairman Lepetich. He mentioned the branch libraries located in rented quarters were generally in need of refurbishing. The need for a full-time painter in the Library Department was mentioned specifically. It was suggested that members of the Finance Committee of the Board of Supervisors be asked to inspect some of the library buildings in order that the need for a painter, as requested in the budget, could be personally presented. Commissioner Mohr said that in her opinion the interior of the Business Branch Library was in need of painting. President Fanucchi asked that the Committee inspect that branch.

BOOKS AND ART COMMITTEE

Chairman McGregor reported that he had been asked by Mr. Clarke to call on Mr. Louis R. Lurie for the purpose of discussing the possibility of the donation by Mr. Lurie of his valuable collection on the theater. A proposed letter to be sent to Mr. Lurie outlining the Library's present collection on the theater and other matters was read.

It was moved by Chairman McGregor, seconded by Commissioner Ehrhardt and unanimously adopted that the letter referred to above be sent giving the information requested by Mr. Lurie and that a copy of it be sent to Mayor Christopher for his information.

PUBLIC RELATIONS COMMITTEE

Chairman Gurich called the Commission's attention to the mimeographed copies of Miss Farrell's monthly public relations activities report. He mentioned the Rummage Sale being conducted by the staff to raise money for National Library Week, and also the Kickoff Dinner to be held Sunday, April 3, 1960, the first day of National Library Week.

The Secretary was asked to show the Certificate of Merit presented to President Fanucchi, representing the Library, by the San Francisco Girl Scout Council. Commissioner Gurich moved, Commissioner Mohr seconded and the Commission by unanimous action voted to extend its appreciation to the Council by a letter of thanks.

April 1, 1960 is the beginning of Laugh Month during which time items from the Schmulowitz Collection of Wit and Humor will be on display, Chairman Gurich reported. He moved, Commissioner Schwabacher seconded and the Commission by unanimous action voted to send a resolution of appreciation to Mr. Nat Schmulowitz for his continued interest in and contributions to the Collection of Wit and Humor, and to invite him to attend the April meeting of the Commission. Commissioner Mohr suggested that the Commission inspect the Rare Book Room in which the Schmulowitz Collection is shelved prior to the next Commission meeting and also that copies of the lists of new contributions to the Collection be given to the Books and Art Committee for its information.

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Mr. Clarke was asked to inform Mr. Boland, Radio-Television Chairman, of the Commissioner's desire to participate in the radio and television programs to be presented during National Library Week.

The Governor's Conference on Public Library Service to be conducted on April 7 and 8, 1960 was mentioned by Mr. Clarke who added that members of the Commission and of the Committee of Fifty would probably be invited to attend.

It was moved by Commissioner Gurich, seconded by Commissioner Mohr and unanimously adopted that a resolution of appreciation be directed to Mr. Philip G. Lasky, Executive Director of the Westinghouse Broadcasting Co. and a member of the Committee of Fifty, for the invitation which was extended to Commission members to preview the third program in a new television servies entitled "Reading Out Loud", and further, that Mr. Lasky be informed of the Commission's willingness to have the Library assist in the preparation of the programs for the series should such assistance be desired.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, it was moved by Commissioner Vavuris, seconded by Commissioner Ehrhardt and unanimously adopted that the following resolution be approved:

RESOLUTION #130

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of February, 1960, be approved:

C104 JANITOR

Andronis, James

B511 TYPIST I

Patton, Myrtle

X-52 LIBRARY PAGE, Part-time

Allen, Richard
Esposito, Paul
Kelso, Johnie
Melandares, Nick
DeWeese, Roger
Hooker, Edward

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

Keane, Linda
Jaskalian, Barbara
Wegener, Nancy
Bristol, Marie
Panasenko, Dawn
Eklund, Carl
Downie, Frank
Uronovitz, Bernard
Wright, Elizabeth
Fick, Daisy
Byrnes, Barbara
Egan, Mary
Herold, Marie
Richardson, Charlotte
Chew, JoAnn
Collins, Frances
Lynch, Robert
Ellis, Annis
Lynch, Carole
McGlenon, Karen-
Nobbe, Emelia
McGowan, John
Bristol, James
Halson, June
Smith, Phyllis
Gill, Sheila
Moreton, Catherine
McGowan, Geraldine
Brown, Victor
McKenzie, Christy
Martino, Clara
Green, Eugenia
Galban, George
Smith, Harriet

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

A42 LIBRARIAN, Part-time	A52 LIBRARY PAGE, Part-time
Boldt, Robert	Baker, Donald
Chase, Joan	Horan, James
Gill, Sheila	Lonner, Thomas
Crow, Gladyes	Varian, Manuel

LIBRARY OPERATIONS COMMITTEE

Chairman Mohr reported that it had been determined that the $60,000.00 appropriated for the purpose of housing the Sutro Branch of the California State Library in the Main Library building could not be used for other purposes and that the funds would be held in reserve pending the final outcome of the litigation now in progress on the proposed Sutro Library relocation.

It was moved by Chairman Mohr, seconded by Commissioner Lepetich and unanimously adopted that the City Librarian be requested, on the basis of the inspection made by this and the Survey Study Committees, to physically establish a more comprehensive shelving plan for the Library's genealogy books.

President Fanucchi asked that the Policy and Procedures Committee meet with the Library Operations Committee for the purpose of establishing a policy on the handling of future gifts to the Library's genealogy collection.

SURVEY STUDY COMMITTEE

Chairman Mohr stressedthe need for adequately defining the role of the Committee of Fifty. She announced that the next general meeting of the Committee of Fifty would be held on Monday, March 14, 1960, at 3:00 p.m.

It was recommended that the Policy and Procedures and Survey Study Committees meet jointly to review the duty statements of the City Librarian and the Secretary to the Commission.

Commissioner Vavuris moved, Commissioner Schwabacher seconded and the Commission by unanimous action voted to request that efforts be made to take over the ground floor of 45 Hyde Street at the end of the Federal Government's current lease, June 30, 1960, for the purpose of establishing a current newspaper and periodical room. Chairman Mohr pointed out that this action was in line with the suggestion of the Committee of Fifty.

Another suggestions of the Committee of Fifty, originally proposed by the Library Commission in 1959, is for the creation of a current fiction department in the present Exhibit Room. Chairman Mohr recommended that the Committee of Fifty be asked to support the necessary budget appropriation for this project.

The City Librarian was asked to have the Department of Public Works make a cost estimate for moving the Children's Room to the present Branch Department location.

Other major department relocations in the Main Library may be desirable as the Committee of Fifty has suggested, but they should be deferred pending the recommendations which will be made under the architectural survey requested in the 1960-61 budget.

Commissioner Ehrhardt remarked about the backlog of work in the processing departments which he had noticed on his inspection tour of the Main Library. He

suggested that perhaps materials handling experts might give assistance and offer suggestions about improving the work flow.

It was moved by Commissioner Schwabacher, seconded by Commissioner Gurich and unanimously adopted that Commissioner Ehrhardt be given the authority to contact his acquaintances in industry for the purpose of seeking such advice as that referred to above at no cost to the Library Department.

Commissioner Mohr moved, Commissioner Gurich seconded and the Commission by unanimous action voted to approve the sending of a resolution of appreciation to the Pacific Telephone and Telegraph Company for its cooperation in preparing, printing and distributing posters and other materials publicizing National Library Week.

COMMUNICATIONS

From James B. Smith, Secretary, Silver Terrace Improvement Club, re: request that the funds from the Waden estate be used for the construction of a branch library in the Portola District. Acknowledge, stating funds to be used for Bayview Branch Library.

From R. J. O'Rourke, Finance Officer, Bernal Heights Post #538, American Legion, re: requesting use of meeting room, Bernal Branch Library, during 1960. Referred to Policy and Procedures Committee for study. Acknowledge, stating the use of the meeting room to be on a month to month basis, pending an additional clarification of meeting rooms policy. File.

From Balboa High School Parent-Teachers Association, re: interest in early construction of a permanent branch library in the Excelsior District. Acknowledge and file.

From Philip L. Rezos, Director of Property, re: requested rental increase for premises occupied by the Business Branch of the Library. Mr. Rezos to be advised of the Commission's approval of the proposed increase from $450.00 to $500.00 per month. Commission asks that Mr. Rezos attempt to have landlord paint premises.

From Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises located at 45 Hyde Street for the month of January 1960. File.

There being no further business to come before the Commission, the meeting was declared adjourned to Tuesday, April 5, 1960, at 3:30 p.m.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary

SAN FRANCISCO PUBLIC LIBRARY

April 12, 1960

Proceedings of the regular meeting of the Library Commission held Tuesday, April 5, 1960, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 p.m. by President Fanucchi.

On roll call the following were noted present: Commissioners Ehrhardt, Fanucchi, Gurich, Lepetich, Mohr, O'Brien, Schwabacher and Wu. Absent: Commissioners McGregor, Turner and Vavuris.

Commissioner Mohr moved and Commissioner Schwabacher seconded that the minutes of the March meeting be approved and placed on file. There being no objection, it was so ordered.

President Fanucchi introduced Mr. Harry Albert and Mr. Charles Guichard, members of the Civil Service Commission staff. Mr. Guichard spoke in support of the establishment of a Municipal Reference Library which would be used in conjunction with the in-service training program. He asked for the Commission's approval of a six month "pilot" program which would mean the purchase of books and periodicals in the field of accounting. Although this would be a special collection, it would be used with the Library's general collection and would not require the employment of additional personnel.

It was moved by Commissioner Gurich, seconded by Commissioner O'Brien and unanimously adopted that approval be given for the establishment of the "pilot" program as suggested with the conditions that Mr. Clarke consult with the Civil Service Commission representatives to work out the details of the program and also that no additional personnel be employed to service the collection.

BOOKS AND ART COMMITTEE

In the absence of Chairman McGregor, Commissioner Gurich reported for the Committee. He introduced Mr. Nat Schmulowitz, former Library Commissioner and the benefactor and continuing contributor to the Schmulowitz Collection of Wit and Humor. Mr. Schmulowitz expressed his delight about the recognition the Collection is receiving and mentioned that this year's public exhibition of works from the Collection featured the writings of the famed Turkish wit, Nasreddin Hojah.

On behalf of the Commission President Fanucchi thanked Mr. Schmulowitz for his continued interest in and contributions to the Wit and Humor Collection.

Mr. Clarke reviewed for the Commission the 1960-61 Library budget as approved by Mayor Christopher. Since the request for $20,000.00 for the architectural survey of the Main Library and certain older branch libraries is contained in the Department of Public Works budget, the Librarian was asked to advise the Commission as to when the budget of that department would be heard by the Mayor.

PUBLIC RELATIONS COMMITTEE

Chairman Gurich introduced Mr. Martin Snipper, Director of Exhibits for the 1960 Pacific Festival, who outlined some suggested ways by which the Library could participate more fully in the Festival this year.

It was moved by Chairman Gurich, seconded by Commissioner Lepetich and unanimously adopted that the Library participate in the 1960 Pacific Festival activities,

but since no funds are budgetted for this project, that financial assistance be sought through the members of the Committee of Fifty or other outside sources.

The Commission's attention was called to the mimeographed copies of Miss Farrell' monthly public relations activities report. Stressed particularly were the activities in connection with National Library Week.

President Fanucchi stated that she and Commissioner O'Brien were the sole members of the Library Commission in attendance at the National Library Week Kick-off Dinner on Sunday, April 3, 1960.

It was moved by Commissioner Mohr, seconded by Commissioner Schwabacher and unanimously adopted that letters of commendation be sent to Miss Farrell, General Chairman, and Mr. Boland, Radio-Television Chairman, for their fine work in preparing and directing programs and activities for National Library Week.

PLANNING AND DEVELOPMENT COMMITTEE

In the absence of Chairman Vavuris, the Secretary reported for the Committee. He stated that because of the accident recently sustained by Mr. Harold N. Wolfard, the plans for the Eureka Valley Branch Library were somewhat behind schedule.

On the matter of a suitable site for the proposed Excelsior Branch Library, the Secretary informed the Commission that the property at Mission and Ruth Streets in which the Commission was interested had been sold and a building started. He added that it would be necessary for the Committee to select another site in the area, preferably before the budget hearing by the Finance Committee of the Board of Supervisors.

With respect to the Commission's expressed desire to participate in the Diamond Heights Redevelopment project, the Secretary stated that letter of intent had been forwarded to the Redevelopment Agency which in turn had indicated that a suitable parcel is being retained for branch library purposes.

POLICY AND PROCEDURES COMMITTEE

Chairman Wu announced that the examination for the position of X-10, Coordinator of Children's Activities, had been indefinitely postponed by the Civil Service Commission. Mr. Clarke explained that this had been necessary because of a suit filed against the Civil Service Commission challenging its ruling that candidates for a promotional examination must have at least two years service in the next lower classification.

There was a question as to whether a policy had ever been determined with regard to having the proposed position of Assistant City Librarian appointive or under Civil Service. Because of the discussion which followed it was agreed that a meeting of the Committee should be held early in the week of April 10, 1960 to resolve this question prior to the budget hearing before the Finance Committee of the Board of Supervisors.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Schwabacher moved, Commissioner O'Brien seconded and the Commission by unanimous action voted to approve the Library Department expenditures for March and the estimated expenses for April, 1960, as shown: (next page)

OBJECT OF EXPENDITURE	Expenditures March 1960	Est. Expenses April 1960
Salaries and Wages	$102,412.89	$103,000.00
Contractual Services	911.11	500.00
Binding	----	14,310.00
Materials and Supplies	1,499.46	1,000.00
Books, Binding Materials, Catalog Cards	19,793.47	20,000.00
Equipment	45.98	500.00
Membership Dues	112.90	100.00
Maintenance and Repair, Automotive Equipment	5.00	200.00
Reproduction Service	.69	25.00
Telephone and Telegraph	200.00	200.00
Scavenger Service	134.75	134.75
Window Cleaning Service	212.00	436.00
Gasoline, and Fuel Oil	193.60	100.00
Drygoods	----	75.00
Compensation Insurance	35.00	35.00
Retirement	9,352.00	9,352.00
Health Service	429.00	429.00
Automobile Insurance	82.32	----
Branch Rentals	1,175.00	1,175.00
Services of Other Departments	1,295.00	1,295.00
Heat, Light and Power	3,079.34	3,000.00
TOTALS	$140,969.50	$155,866.75

It was moved by Chairman Schwabacher, seconded by Commissioner Gurich and unanimously adopted that the list of books on economic and political subjects in the amount of $402.48, purchased from the Fuhrman Bequest Fund during the month of March, 1960, as submitted by the Librarian, be approved.

Chairman Schwabacher moved, Commissioner Wu seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #131

RESOLVED That the Library Commission, in accordance with the recommendation made by the City Attorney, hereby authorizes that the Finance Committee of the Board of Supervisors be requested to approve a compromise settlement in the claim action of Van der Wys v. City and County of San Francisco (Library Department) in the amount of $750.00.

On the motion of Chairman Schwabacher, seconded by Commissioner O'Brien and unanimously adopted, the following resolution was approved:

RESOLUTION # 134

RESOLVED That a supplemental budget request be submitted in the amount of $3,500.00 to carry the Temporary Wages Appropriation to the end of the current fiscal year.

BUILDING MAINTENANCE COMMITTEE

In the absence of Chairman Turner, Commissioner Lepetich reported that the modernization of the freight elevator, Main Library would be started in the very near future.

750

LIBRARY INSPECTION COMMITTEE

Chairman Lepetich stated that he had asked the Secretary for a listing of all Maintenance and Repair and Reconstruction and Rehabilitation projects submitted by the Department of Public Works in its 1960-61 budget on behalf of the Library Department. Because of the length of the list the Chairman suggested that it be reviewed at a joint meeting of the Building Maintenance and Library Inspection Committees prior to the May meeting of the Commission.

WELFARE OF EMPLOYEES COMMITTEE

Chairman O'Brien moved, Commissioner Schwabacher seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #132

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of March 1960 be approved:

B511 TYPIST I	X52 LIBRARY PAGE, Part-time	B512 GENERAL CLERK-TYPIST
DeFilippo, Evelyn	Doering, James	Wong, Irene
	Egan, Edward	
	Kramer, Pierre	

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

Allen, Richard	Brown, Malcolm	Fowler, Martha
Edmondson, Raymond	Businger, Mary	Stallings, Selma
Keane, Linda	Hongisto, Donald	Murphy, Mary
McCarthy, Mae	Crow, Gladys	Cox, Barbara
Moran, George	Christo, Jean	Chase, Julia
Zeidler, Gary	Naegelin, Patricia	DelSecco, Claudette

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

B511 TYPIST I	X52 LIBRARY PAGE, Part-time	B512 GENERAL CLERK-TYPIST
Patton, Myrtle	Iavarone, Frank	Wong, Irene

X42 LIBRARIAN, Part-time

Corridan, Thomas	Vandre, Beverlie	White, Howard
Capelle, Eleanor	Coenenberg, Richard	Smith, Phyllis
Edmonds, Deborah	Grimes, John	

LIBRARY OPERATIONS COMMITTEE

Commissioner Mohr informed the Commission that because of scheduling difficulties and also her absence from the city it had not been possible to hold the proposed joint meeting with the Survey Study Committee. She asked that the meeting be held prior to the May meeting of the Commission.

It was moved by Chairman Mohr, seconded by Commissioner O'Brien and unanimously

adopted that the following resolution be approved:

RESOLUTION #133

RESOLVED That the Library Commission, in accordance with the policy established in 1959, does hereby approve that the Main Library shall remain closed on April 17, 1960, Easter Sunday.

SURVEY STUDY COMMITTEE

It was announced by Chairman Mohr that the Navy expects to be out of the ground floor quarters it now occupies at 45 Hyde Street by July 1, 1960, but in any case by no later than September 1, 1960. This will free the area in which the Commission desires to relocate the current newspapers and periodicals, Chairman Mohr added. She also mentioned the possibility of locating other departments such as the Bindery and Branch Departments in the 45 Hyde Street building. The Librarian and Secretary were asked to study these suggestions and to report on their findings at the May Commission meeting.

Chairman Mohr called on Commissioner Ehrhardt who had volunteered to arrange for some outside assistance in surveying the Order and Catalog Departments. He reported that the Safeway Stores representatives who had spent some time reviewing the Library's operations in this activity area had put forth certain suggestions which tended to supplement those made by Mr. Greenaway in his survey report.

It was requested that Commissioner Ehrhardt's report be considered by the Library Operations Committee when it meets prior to the next Commission meeting. Mr. Clarke was asked to review the procedures in use in the Order and Catalog Departments in the light of the suggestions made by Mr. Greenaway and by the Safeway representatives.

Chairman Mohr stated that no further information was available as to whether or not an appeal would be made relative to the recent Court decision to allow the Sutro Branch of the California State Library to be relocated at the University of San Francisco.

COMMUNICATIONS

From Stuart Morton Boland, re: extent of radio and television coverage arranged for National Library Week. File.

From Harry Bright, Assistant Vice-President, Pacific Telephone & Telegraph Co., re: his gratitude for the Commission resolution commending the Pacific Telephone and Telegraph Co. for its preparation of posters for National Library Week. File.

From Mr. F. D. Tellwright, Executive Vice-President, Pacific Telephone and Telegraph Co., re: his gratitude for the Commission resolution commending the Pacific Telephone and Telegraph Co. for its preparation of posters for National Library Week. File.

From Balboa High School Parent-Teacher Association, re: support for the Library' 1960-61 budget requests and pointing out need for a permanent branch library in the Excelsior District.

From Washington Irving School Parent-Teacher Association, re: enclosing copies of letters to Mayor Christopher and the Board of Supervisors in support of the Library's 1960-61 budget requests. File.

From: Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises located at 45 Hyde Street for the month of February, 1960. File.

There being no further business to come before the Commission, the meeting was declared adjourned to Tuesday, May 3, 1960, at 3:30 p.m.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary

SAN FRANCISCO PUBLIC LIBRARY

April 14, 1960

SUBJECT: Correction of Minutes, Library Commission meeting

TO: All Library Commissioners, Mayor Christopher, and other recipients of the Minutes as published.

My attention has been directed to an error in the minutes of the Library Commission meeting held Tuesday, April 5, 1960. On page 5 under the report of the Survey Study Committee the third paragraph should read (the correction is underscored):

"It was requested that Commissioner Ehrhardt's report be considered by the Library Operations Committee when it meets prior to the next Commission meeting. It was moved by Chairman Mohr, seconded by Commissioner Schwabacher and unanimously adopted that the City Librarian study carefully the present operations of the Order and Catalog Departments, particularly in the light of the recommendations made by Mr. Greenaway in his Survey, and that a progress report be submitted by the City Librarian at the May meeting of the Commission."

Frank A. Clarvoe, Jr., Secretary

SAN FRANCISCO PUBLIC LIBRARY

April 25, 1960

Proceedings of the special meeting of the Library Commission held Tuesday evening, April 21, 1960, in the Commissioners' Room, Main Library.

The meeting was called to order at 7:30 p.m. by President Fanucchi.

The Pledge of Allegiance to the Flag was led by Commissioner Mohr.

On roll call the following were noted present: Commissioners Ehrhardt, Fanucchi, Lepetich, Mohr, Vavuris and Wu. Absent: Commissioners Gurich, McGregor, O'Brien, Schwabacher and Turner.

President Fanucchi called on Commissioner Wu for a report on the Policy and Procedures Committee meeting held Tuesday, April 12, 1960.

Chairman Wu stated that the members of the Policy and Procedures Committee had voted unanimously to recommend to the Commission that the proposed position of Assistant City Librarian be appointive, and that a Charter amendment be initiated to make this possible.

It was moved by Commissioner Wu, seconded by Commissioner Vavuris and unanimously adopted that the Commission go on record as wanting the position of Assistant City Librarian appointive.

Commissioner Wu moved, Commissioner Mohr seconded and the Commission by unanimous action voted to propose that an amendment to Section 43 of the Charter be submitted to the electorate at the November 1960 General Election for the purpose of adding the position of Assistant City Librarian to those of City Librarian and Secretary which are appointive and the incumbents of which hold office at the pleasure of the Library Commission.

There was general discussion on how the 1960-61 Library Department budget, as approved by Mayor Christopher, would be presented to the Finance Committee of the Board of Supervisors.

The purposes for which the special Commission meeting was called having been considered, the meeting was declared adjourned.

Respectfully submitted,

Frank A. Clarvoe Jr.

Frank A. Clarvoe, Jr., Secretary
San Francisco Public Library Commission

SAN FRANCISCO PUBLIC LIBRARY

April 26, 1960

Proceedings of the special meeting of the Library Commission held Monday, April 25, 1960, in the Commissioners' Room, Main Library.

Following Executive Session, the general meeting was called to order at 4:35 p.m. by President Fanucchi.

The Pledge of Allegiance to the Flag was led by Commissioner Schwabacher.

On roll call the following were noted present: Commissioners Ehrhardt, Fanucchi, Gurich, Lepetich, McGregor, Mohr, Schwabacher, Turner, Vavuris and Wu. Absent. Commissioner O'Brien.

A letter from Laurence J. Clarke, City Librarian, was read to the Commission by President Fanucchi. It advised the Commission that on the advice of his physician, Mr. Clarke had filed an application for disability retirement. Also forwarded were copies of Mr. Clarke's Request for Sick Leave with Full Pay, signed by Jesse J. Iverson, M.D. It was directed that Mr. Clarke's letter be made a part of the minutes of the meeting by attachment thereto.

It was moved by Commissioner Gurich, seconded by Commissioner Lepetich and unanimously adopted that the following resolution be approved:

RESOLUTION #135

RESOLVED That the City Librarian, Laurence J. Clarke, be granted a sick leave for a period of thirty days without prejudice to his applying for an extension thereof.

Commissioner Schwabacher moved, Commissioner Turner seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #136

RESOLVED That Frank A. Clarvoe, Jr. be designated as Acting City Librarian effective April 26, 1960.

Commissioner Lepetich moved, Commissioner Wu seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #137

RESOLVED That Elliot Chinn be designated as Acting Secretary of the Library Commission effective April 26, 1960.

Commissioner Mohr moved, Commissioner Gurich seconded and the Commission by unanimous action approved asking the City Attorney to prepare appropriate legislation for submission to the Board of Supervisors which would make possible the waiving of residence requirements for the recruiting of applicants for the position of City Librarian.

The purposes for which the special Commission meeting was called having been considered and acted upon, the meeting was declared adjourned.

Respectfully submitted,
Frank A. Clarvoe, Jr., Acting City Librarian

SAN FRANCISCO PUBLIC LIBRARY
CIVIC CENTER, SAN FRANCISCO 2

COPY

OFFICE OF CITY LIBRARIAN

April 25, 1960

Miss Rose Fanucchi, President,
Library Commission,
Public Library,
Civic Center,
San Francisco 2, California

Dear Miss Fanucchi:

It is with great regret that as an employee of the San Francisco Library System since June 10, 1927, I am forced to terminate 33 years of service. This is due to the fact that I have been advised by my physician that because of illness I am no longer able to perform my duties as City Librarian. This condition is probably permanent and, consequently, I will be unable to resume said duties in the future.

In accordance with this advice from my physician, I have heretofore filed with the Retirement Board an application for disability retirement. As you undoubtedly know, this Board meets only on Wednesdays, and several weeks may pass before a final determination is made of my application.

During my 33 years' service with the Library System, I became cognizant of the many problems confronting the Department from the experience of working through every branch of the Library System to the administrative level. During this period of time I have devoted all my endeavors for the betterment of the Library services of the City and County of San Francisco through numerous administrations and commissions.

It has been very heartening to me to have received the loyalty and cooperation and support of the employees of the San Francisco Public Library, and I wish to thank the members of the Commission for the many courtesies extended me during my administration, and wish every success to the development of the Library as a cultural center of the community.

Miss Rose Fanucchi, President,
Library Commission.

April 25, 1960

In the meantime, I respectfully request that I be relieved of my duties and granted a leave of absence on account of sickness pending the determination of my application for retirement, which is now awaiting action by the Retirement Board.

Respectfully yours,

LAURENCE J. CLARKE

LJC:ER

May 16, 1960

Proceedings of the regular meeting of the Library Commission held Tuesday, May 3, 1960, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 p.m. by President Fanucchi.

The Pledge of Allegiance to the Flag was led by Commissioner Ehrhardt.

On roll call the following were noted present: Commissioners Ehrhardt, Fanucchi, Gurich, Lepetich, McGregor, Mohr, Schwabacher, Turner, Vavuris and Wu. Absent: Commissioner O'Brien.

Commissioner Schwabacher moved and Commissioner Turner seconded that the minutes of the regular April meeting and of the special meetings held April 21 and 25, 1960 be approved and placed on file. There being no objection, it was so ordered.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Vavuris read a communication from Supervisor Ferdon and the reply made thereto by the Acting City Librarian with regard to the selection of sites and the priorities established by the Commission for construction of new branch libraries in the Bayview, Excelsior and Western Addition areas.

Because the site at Mission and Ruth Streets in which the Commission was interested had been sold the Committee was asked by President Fanucchi to select another location as soon as possible. The Acting City Librarian was asked to arrange a date for an inspection tour of the Excelsior District for this purpose.

It was reported by Chairman Vavuris that the Eureka Valley Branch Library plans had reached the engineering study phase. The Acting City Librarian was requested to bring the plans before the Commission at an early date to secure approval before additional work is done on the final studies.

It was moved by Commissioner Turner, seconded by Commissioner Mohr and unanimously adopted that the Planning and Development Committee's report be approved.

BOOKS AND ART COMMITTEE

Chairman McGregor inquired as to the status of the Louis Lurie Theatrical Collection. President Fanucchi replied that Mr. Lurie seemed satisfied with the Main Library physical arrangements and other factors about which he had inquired. It was agreed that the Commission could do nothing further on this matter at present.

Chairman McGregor noted that although he had made preliminary inquiries of The Chronicle with regard to the possible donation by the newspaper of the microfilmed copies of its early volumes, an amount had been requested in the 1960-61 budget for the purchase of this microfilmed material. The Acting City Librarian stated that this procedure had been necessary because the badly-worn bound files must be replaced soon, and if The Chronicle did not donate the microfilm it would have to be purchased.

POLICY AND PROCEDURES COMMITTEE

Chairman Wu reminded the Commission of the unanimous decision made at the

special meeting of April 12, 1960 to request that a Charter amendment be placed on the November ballot which, if passed, would exempt the proposed position of Assistant City Librarian from Civil Service status.

PUBLIC RELATIONS COMMITTEE

The Commission's attention was directed to the mimeographed copies of Miss Farrell's monthly public relations activities report. A letter had been sent by the Richmond Public Library thanking Miss Farrell for arranging the use of exhibit cases. The California State Library acknowledged receiving copies of the Program of Events and the listing of radio and television programs for National Library Week.

It was duly moved, seconded and unanimously passed that Mr. Warren Howell be sent a letter of appreciation for his assistance in arranging the display of Justin G. Turner's materials on Abraham Lincoln and also the lecture program presented by Mr. Turner on Lincolniana.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Schwabacher moved, Commissioner Gurich seconded and the Commission by unanimous action voted to approve the Library Department expenditures for April and the estimated expenses for May, 1960, as shown:

OBJECT OF EXPENDITURE	Expenditures April 1960	Est. Expenses May 1960
Salaries and Wages	$101,323.45	$103,000.00
Contractual Services	983.33	2,000.00
Binding	14,310.00	----
Materials and Supplies	1,480.30	2,000.00
Books, Binding Materials and Catalog Cards	25,446.21	16,800.00
Equipment	373.44	674.00
Membership Dues	82.00	100.00
Maintenance and Repair of Automotive Equipment	319.10	50.00
Reproduction Service	12.84	25.00
Telephone and Telegraph	200.00	200.00
Scavenger Service	134.75	134.75
Pest Control Service	----	60.00
Window Cleaning Service	436.00	582.00
Gasoline and Fuel Oil	95.97	100.00
Drygoods	26.36	50.00
Compensation Insurance	35.00	35.00
Retirement	9,352.00	9,352.00
Health Service	429.00	429.00
Branch Rentals	1,175.00	1,175.00
Services of Other Departments	1,295.00	1,295.00
Heat, Light and Power	3,003.79	3,000.00
TOTALS	$160,513.54	$141,061.75

It was moved by Chairman Schwabacher, seconded by Commissioner Vavuris and unanimously adopted that the books on economic and political subjects in the amount of $602.01, purchased from the Fuhrman Bequest Fund during the month of April, 1960, as submitted by the Librarian, be approved.

Chairman Schwabacher moved, Commissioner Vavuris seconded and the Commission by

unanimous action approved the following resolution:

RESOLUTION #140

RESOLVED That the San Francisco Public Library Commission hereby authorizes the attendance of three representatives of the Library Department at the American Library Association Conference, to be held at Montreal, Canada, June 19-25, 1960.

LIBRARY INSPECTION COMMITTEE

Chairman Lepetich reported on the joint meeting held with members of the Building Maintenance Committee at which the maintenance and repair, replacement and reconstruction and capital improvement projects for the fiscal year 1960-61 were reviewed.

The Acting City Librarian was asked to determine just how soon the steam cleaning of the Main Library would be started.

It was moved by Commissioner Mohr, seconded by Commissioner Vavuris and unanimously adopted that the Acting City Librarian request sufficient funds by way of a supplemental budget appropriation to provide for air conditioning equipment in the Assembly Room, Main Library.

BUILDING MAINTENANCE COMMITTEE

Chairman Turner stated that Commissioner Lepetich had covered the appropriate matters in his report of the joint meeting with this Committee.

Commissioner Mohr reported that she had investigated the reports of damage caused by vandals to the outside convenience facilities at the North Beach Branch Library. She moved that because of other available facilities in the Playground the ones which had been abused be closed and signs put up on the doors stating the reason for closing the rooms. The motion was seconded by Commissioner Turner and approved unanimously.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman O'Brien, Commissioner Gurich moved, Commissioner Turner seconded and the Commission by unanimous action voted to approve the following resolution:

RESOLUTION #139

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of April, 1960, be approved:

X52 LIBRARY PAGE, Part-time

Rogers, Raymond	Trujillo, William	Silvestri, Alfred
Egan, Edward	Ganley, Joseph	Murisich, Mildred
Bastien, Daniel	Sammis, Theodore	

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

Christo, Jeanne	Naeglin, Patricia	Thain, Janet

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

C102 JANITRESS

Brown, Alice

C104 JANITOR

Andronis, James

X52 LIBRARY PAGE, Part-time

Adams, David
Chan, Kenneth
Christo, Jeanne
Moran, George
Murphy, Charles
Rody, Larry

LIBRARY OPERATIONS COMMITTEE

It was moved by Chairman Mohr, seconded by Commissioner Vavuris and unanimously approved that the Main Library be closed on Sundays during the summer months, the last Sunday opening to be June 11, 1960.

The Chairman stated that the Board of Supervisors would consider the matter of lifting the residence requirements for the position of City Librarian at the meeting of Monday, May 9, 1960.

A proposed average schedule of prices to be charged for lost books was reported by Chairman Mohr. She reviewed the savings in time and labor which would attend the implementation of the system. On motion of Chairman Mohr, seconded by Commissioner Turner and unanimously adopted the Acting City Librarian was asked to secure any approvals necessary in order to put the suggested schedule into effect as soon as possible.

Commissioner Vavuris asked about the current status of the Sutro Library. In reply, Commissioner Mohr stated that the time for filing an appeal to the court decision favoring the State position had expired. She suggested that Mrs. Zimmerman, State Librarian, be asked again to meet with representatives of the Commission on the matter of the proper disposition of the Sutro Library. The Acting City Librarian was requested to communicate with Mrs. Zimmerman.

President Fanucchi appointed a special City Librarian Selection Committee to be composed of the following Commissioners: Mrs. Mohr, chairman, Schwabacher, Vavuris and Wu. The Committee was asked to meet as soon as possible for the purpose of considering the qualifications which candidates for the post should possess.

The matter of financing the trips to San Francisco for possible candidates who might be unable to afford the cost personally was discussed briefly. It was agreed that certain sources might be approached depending upon the need for funds.

A suggested classified advertisement for insertion in the professional publications was read by Commissioner Mohr. It was moved by Commissioner Vavuris, seconded by Commissioner Wu and unanimously adopted that the text, as written, be forwarded to the publications for inclusion in their June issues.

It was moved by Commissioner Turner, seconded by Commissioner Schwabacher and unanimously adopted that Mr. Clarke's sick leave period be extended to June 8, 1960, without prejudice to renewal.

President Fanucchi called on Mr. Van Horne, former City Librarian of Portland, Oregon, Mr. Jack Pollatsek and Mrs. A. Garabedian for remarks.

COMMUNICATIONS

From The Honorable John Jay Ferdon, re: request for information regarding building priorities for branch libraries. Acknowledged (see Planning and Development Committee report). File.

From Nat Schmulowitz, re: report of taped interview made with Mr. Nejat Sonmez, Director of the San Francisco office of the Turkish Information and Tourist Bureau, on the Nasreddin Exhibit and the Schmulowitz Collection of Wit and Humor. Letter to Mr. Sonmez, copy to Mr. Schmulowitz. File.

From Estolv E. Ward, Secretary, Bay Area Photographers, re: requesting use of meeting room, Potrero Branch Library. It was moved by Commissioner Vavuris, seconded by Commissioner Schwabacher that permission be granted. Passed unanimously. Acknowledge and file.

From Raymond S. Kimbell, General Manager, Recreation and Park Department, re: advising that Recreation and Park will no longer need basement facilities at the Bernal Branch Library. File.

From James E. Gould, re: comments on library administration. Acknowledge and file.

From Robert Skylock, re: comments on the San Francisco Public Library and the role of libraries generally. Acknowledge and file.

From Ralph B. Derst, re: gratitude for excellent service provided him by the Music Department. Acknowledge and file.

From Mrs. John W. Wikse, re: identification signs needed on rented library buildings, particularly Portola Branch Library. Acknowledge and file.

From Mrs. E. T. Meijer, re: comments on library operations and book selection. Acknowledge and file.

From Miss Hallie Manning, re: offering volunteer assistance for the Library. Acknowledge and file.

From Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises located at 45 Hyde Street for the month of March, 1960. File

There being no further business to come before the Commission, the meeting was declared adjourned to Tuesday, June 7, 1960, at 3:30 p.m.

Respectfully submitted,

Frank A. Clarvoe, Jr.

Frank A. Clarvoe, Jr.
Acting City Librarian

760

SAN FRANCISCO PUBLIC LIBRARY

June 30, 1960

Proceedings of the regular meeting of the Library Commission held Wednesday, June 8, 1960, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 p.m. by President Fanucchi.

The Pledge of Allegiance to the Flag was led by Commissioner Schwabacher.

On roll call the following were noted present: Commissioners Ehrhardt, Fanucchi, Gurich, Lepetich, Mohr, Schwabacher, Vavuris and Wu. Absent: Commissioners McGregor and Turner.

It was moved by Commissioner Schwabacher, seconded by Commissioner Gurich and unanimously adopted that the minutes of the May meeting be approved as corrected and placed on file. The correction (underlined portion) to the minutes of the May meeting:

"There being no further business to come before the Commission the meeting was declared adjourned to Tuesday, June 7, 1960 at 3:30 p.m., and in respect to the memory of the late George C. O'Brien, husband of Commissioner Hazel M. O'Brien.

President Fanucchi introduced a number of citizens in attendance including representatives of the San Franciscans for a Better Library group.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Vavuris introduced Mr. Abe Appleton of the architectural firm of Appleton & Wolfard, project architects for the new Eureka Valley Branch Library. Mr. Appleton reviewed for the Commission the development of the plans for the library, pointing out certain changes which had been made in the main entrance and in the provision for displaying the Bufano statue.

It was moved by Chairman Vavuris, seconded by Commissioner Gurich and unanimously adopted that the changes in the plans be approved as presented.

With respect to the Bayview Branch Library matter, Chairman Vavuris reported that Mr. Leslie Roos, attorney for Miss Anna E. Waden, deceased, had advised that it would be possible to petition for final distribution very shortly making it unnecessary to bother with a preliminary distribution of the estate as requested by the Commission. The Acting City Librarian was instructed to ask for the new evaluations of the suggested branch library sites in the Bayview District.

Chairman Vavuris suggested that the Director of Property be requested to start negotiations for the purchase of a site in the Excelsior District for which money will be available in the 1960-61 fiscal year.

A letter from Mr. M. Justin Herman, Executive Director of the Redevelopment Agency, was read by Chairman Vavuris. It contained a suggestion that the local branch of the Community Facilities Administration be contacted relative to possible Federal assistance in financing the proposed Western Addition Branch Library.

Mr. Robert Marcus and others in attendance pointed out the need for a branch library in the Western Addition, and expressed the hope that the Commission would seek a supplemental budget appropriation to allow construction as soon as possible. Following discussion on this suggestion, Chairman Vavuris moved, Commissioner

Lepetich seconded and the Commission by unanimous action voted to hold a meeting of the Planning and Development Committee in the very near future to study the possibility of submitting a supplemental budget request.

LIBRARY OPERATIONS COMMITTEE

Chairman Mohr reported that $6,950.00 had been requested on an emergency basis so that necessary alteration and painting work could be accomplished in the first floor areas of 45 Hyde Street to make them suitable for library purposes at the end of the Navy's lease, June 30, 1960.

The suggested use of volunteers in the library on a "pilot" basis was reported by Chairman Mohr. She stated that the San Franciscans for a Better Library had developed the program for volunteer assistance because of the great need for clerical assistance.

An opinion from the City Attorney pointing out the possible liability of the Library Department under the Workmen's Compensation law for any volunteer injured while working was introduced. The Policy and Procedures Committee was asked to report at the August meeting on this problem and how other city departments now using volunteer help are handling the matter of liability.

Commissioner Gurich moved the adoption of the Committee's report including the proposed use of volunteers on a "pilot" basis in principle. Commissioner Vavuris seconded the motion.

There was some discussion on the above motion. Mr. George Johns stated that the Labor Council could not agree to the use of volunteers even in principle, but that his organization would try to assist in securing new paid clerical help in connection with the 1961-62 budget requests.

Mr. George Williams, President of San Franciscans for a Better Library, pointed out that the volunteer program was not to be considered as one of indefinite duration, but that a terminal date of December 31, 1960 had been established after which the value of the program would be reviewed.

The motion on the adoption of the Committee report was unanimously approved.

Chairman Mohr reported that an opinion from the City Attorney relative to the Commission's power to establish a standard schedule of charges for lost books had not yet been received.

The most recent letter received from the State Librarian regarding the Sutro Library situation was read by Chairman Mohr. Because Mrs. Zimmerman had, in effect, completely reversed herself in the intention of leaving the genealogy collection in the Main Library Commissioner Vavuris moved, Commissioner Gurich seconded and the Commission by unanimous action voted to send a letter to Governor Brown enclosing copies of the State Librarian's correspondence to show that the genealogical materials should remain in the Main Library.

Mr. Williams indicated that members of his organization would also write to the Governoroon the Sutro matter.

POLICY AND PROCEDURES COMMITTEE

Chairman Mohr summarized the proposed Charter amendment which would provide for the appointment by the Library Commission of the Assistant City Librarian.

Commissioner Vavuris moved, Commissioner Gurich seconded and the Commission by unanimous action voted to approve the wording of the Charter amendment as read and to request that a member of the Board of Supervisors introduce the amendment prior to the deadline of July 25, 1960.

It was moved by Chairman Wu, seconded by Commissioner Lepetich and approved unanimously that Mr. Clarke's sick leave be extended to July 15, 1960 and that a letter indicating this action be forwarded to the Retirement System.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Schwabacher moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to approve the Library Department expenditures for May and the estimated expenses for June, 1960, as shown:

OBJECT OF EXPENDITURE	Expenditures May 1960	Est. Expenses June 1960
Salaries and Wages	$100,973.98	$104,000.00
Contractual Services	1,812.77	873.00
Materials and Supplies	1,579.99	677.00
Books, Binding Materials and Catalog Cards	16,086.95	700.00
Equipment	201.24	681.49
Membership Dues	32.50	100.00
Maintenance and Repair of Automotive Equipment	64.76	100.00
Reproduction Service	5.00	68.00
Telephone and Telegraph	200.00	200.00
Scavenger Service	134.75	134.75
Pest Control Service	63.00	----
Window Cleaning Service	516.00	212.00
Gasoline and Fuel Oil	100.00	100.00
Drygoods	26.36	10.00
Compensation Insurance	25.00	35.00
Retirement Insurance	9,352.00	9,352.00
Health Service	429.00	900.00
Branch Rentals	1,175.00	1,175.00
Services of Other Departments	1,295.00	1,295.00
Heat, Light and Power	2,786.14	2,800.00
TOTALS	$136,859.44	$123,416.24

It was moved by Chairman Schwabacher, seconded by Commissioner Vavuris and unanimously adopted that the books on economic and political subjects in the amount of $754.66, purchased from the Fuhrman Bequest Fund during the month of May, 1960, as submitted by the Librarian, be approved.

Chairman Schwabacher moved. Commissioner Vavuris seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #142

RESOLVED That a request for a Supplemental Appropriation be submitted in the amount of $900.00 to provide matching Health Service System contributions as requested by the Health Service System in its letter dated June 3, 1960.

PARKS AND ART COMMITTEE

In the absence of Chairman McGregor, Commissioner Gurich reported progress

for the Committee.

LIBRARY INSPECTION COMMITTEE

Chairman Lepetich reported progress for the Committee.

PUBLIC RELATIONS COMMITTEE

It was moved by Chairman Gurich, seconded by Commissioner Vavuris and unanimously adopted that the monthly activities report of Miss Anne M. Farrell, public relations librarian, be accepted as presented.

BUILDING MAINTENANCE COMMITTEE

In the absence of Chairman Turner, the Acting City Librarian reported for the Committee. He mentioned the installation of new lighting and the timetable for the exterior cleaning of the Main Library. The latter project is to commence early in July. Proper signing for smaller branch libraries was also reported, and a sample of the lettering to be used on the windows of these branches was shown.

WELFARE OF EMPLOYEES COMMITTEE

Commissioner Gurich reported for the Committee. He moved, Commissioner Lepetich seconded and the Commission by unanimous action adopted the following resolution:

RESOLUTION #141

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the Acting City Librarian for the month of May, 1960, be approved:

B512 GENERAL CLERK-TYPIST	B222 GENERAL CLERK (OA)	X52 LIBRARY PAGE, p.t.
Reiss, Gretchen	Popoff, Nicholas	Gallagher, Eugene Levin, Mark

C104 JANITOR

Givens, Theodore

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS
X42 LIBRARIAN, Part-time

Benas, Gwendolyn	Motta, Anita	Morales, Rene	Kavanaugh, Joan
McNamee, Gilbert	Vick, Patricia	Sloan, Bonnie	Kunzman, Jerome

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

B511 TYPIST I	C104 JANITOR	X42 LIBRARIAN, Part-time	X52 LIBRARY PAGE, pt.
DeFilippo, Evelyn	Amos, John	Wegner, Nancy	Egan, Edward Johnston, James

SURVEY STUDY COMMITTEE

Chairman Mohr reported that she, Mrs. Alfred McLaughlin, a member of the Mayor's Committee of Fifty, and the Acting City Librarian were to call on Mr. William W. Wurster, Dean of the School of Architecture, University of California, Berkeley, to request that a preliminary study of the possible interior changes to the Main Library be undertaken as an advanced student project.

LIBRARIAN SELECTION COMMITTEE

The activities of the Committee to date were reviewed by Chairman Mohr. She reported on the personal interviews conducted for applicants from California on June 4, 1960, and stated that approximately 25 candidates were to be interviewed at the A.L.A. Conference in Montreal by President Fanucchi and herself.

President Fanucchi congratulated Commissioner Mohr on her appointment as an official delegate to the A.A.L.T. from California.

COMMUNICATIONS

From Ira L. Ferguson, Ph.D., Chairman, San Francisco Republican Council for Equal Opportunity, re: need for a branch library in the Western Addition. Acknowledge and file.

From Kamini K. Gupta, Secretary, The Lions Club of The Marina, re: need for a branch library in the Western Addition. Acknowledge and file.

From Robert J. Dolan, Clerk of the Board of Supervisors, re: recommendation of the Finance Committee that other than commercially zoned property be sought for the Bayview and Excelsior Branch Libraries. Planning and Development Committee.

From Carma R. Zimmerman, State Librarian, re: current plans for removing the Sutro Branch of the California State Library to the University of San Francisco campus. Library Operations Committee.

From Leslie L. Roos, attorney, re: distribution of the estate of Anna E. Waden, deceased. Planning and Development Committee.

From M. Justin Herman, Executive Director, Redevelopment Agency, re: possible Federal assistance for proposed Western Addition Branch Library. Planning and Development Committee.

From George W. Johns, Secretary, San Francisco Labor Council, re: opposition opposition to use of volunteer help in the Library Department. Library Operations Committee.

From Charles W. Griffith, City Architect, re: estimate for improvements to ground floor of 45 Hyde Street. Building Maintenance Committee.

From Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises located at 45 Hyde Street for the month of April, 1960. File.

There being no further business to come before the Commission, the meeting was declared adjourned to Tuesday, August 2, 1960, at 3:30 p.m.

Respectfully submitted,

Frank A. Clarvoe, Jr., Acting City Librarian

SAN FRANCISCO PUBLIC LIBRARY

July 19, 1960

Proceedings of the special meeting of the Library Commission held Tuesday, July 12, 1960, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:35 p.m. by President Fanucchi.

The Pledge of Allegiance to the Flag was led by Commissioner Schwabacher.

On roll call the following were noted present: Commissioners Bransten, Fanucchi, Gurich, Lepetich, Schwabacher, Turner, Vavuris and Wu. Absent: Commissioners Ehrhardt, McGregor and Mohr.

Commissioner Bransten was welcomed to his first Commission meeting by the President and the other members of the Commission.

President Fanucchi reviewed again the matter of Mr. Clarke's sick leave and reminded the Commission that the leave ended July 15, 1960. She added that because of the City Attorney's opinion with respect to the language contained in Section 43 of the Charter it was necessary that the Commission appoint a City Librarian and a Secretary to the Commission to serve until such time as a permanent City Librarian is appointed.

It was moved by Commissioner Vavuris, seconded by Commissioner Turner and unanimously adopted that Frank A. Clarvoe, Jr. be appointed City Librarian effective July 16, 1960, and that he hold that office at the pleasure of the Commission pursuant to Section 43 of the Charter of the City and County of San Francisco.

It was moved by Commissioner Schwabacher, seconded by Commissioner Vavuris and unanimously adopted that Elliot V. Chinn be appointed Secretary to the Commission effective July 16, 1960, and that he hold that office at the pleasure of the Commission pursuant to Section 43 of the Charter of the City and County of San Francisco.

President Fanucchi reported that she and Commissioner Mohr had interviewed twenty-eight candidates for the position of City Librarian while they were in Montreal for the American Library Association Conference. It was stressed by President Fanucchi that one problem manifested itself in connection with securing a well-qualified person already the head of a large metropolitan system for the position here. That problem is the salary offered. The persons in charge of smaller libraries or employed in positions other than the top posts in larger systems had salaries roughly comparable to what San Francisco is able to offer at the entering level. Persons in this latter category most generally have lesser responsibilities where presently employed, however.

Following President Fanucchi's report it was suggested that a personal data sheet be sent to applicants so that the questions which the Commission wished to ask could be answered in a uniform manner. The City Librarian was asked to develop the data sheet.

There being no further business to come before the Commission, the special meeting was declared adjourned.

Respectfully submitted,

Frank A. Clarvoe, Jr.

August 16, 1960

Proceedings of the regular meeting of the Library Commission held Tuesday, August 2, 1960, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 p.m. by President Fanucchi.

The Pledge of Allegiance to the Flag was led by Commissioner Bransten.

On roll call the following were noted present: Commissioners Bransten, Ehrhardt, Fanucchi, Lepetich, Mohr, Schwabacher, Turner, Vavuris and Wu. Absent: Commissioners Gurich and McGregor.

It was moved by Commissioner Schwabacher, seconded by Commissioner Vavuris and unanimously adopted that the minutes of the regular June meeting and of the special meeting held July 12, 1960 be approved and placed on file. There being no objection, it was so ordered.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Vavuris reported that Mr. Wolfard of the firm of Appleton & Wolfard, project architects for the Eureka Valley Branch Library, had stated that the project is proceeding on schedule; that the engineering work is virtually completed. The advertising for construction bids will take place in November, and the branch is due to be completed in September 1961.

The triangular site at Bayview and Revere Streets north of Third Street had been selected as the location for the new Bayview Branch Library, Chairman Vavuris reported. He added that the Director of Property had been requested to commence negotiations for the purchase of that parcel plus the Mission and Cotter Streets piece, the latter to be the location of the proposed new Excelsior Branch Library. The Chairman suggested that any Commissioner not familiary with the two sites make a point of inspecting them.

Chairman Vavuris reported that the City Attorney had finished drafting the necessary documents to allow the Board of Supervisors to accept the estate of Miss Anna E. Waden, deceased. It was suggested that Commissioner Schwabacher review the list of securities held by the estate to determine which assets should be sold and when in order to gain the maximum funds for the construction of the branch library which is to bear Miss Waden's name.

LIBRARY OPERATIONS COMMITTEE

Chairman Mohr reported that the Glen Park Branch Library has been open 3½ hours each week day, but that the circulation has continued to increase and there have been requests that the branch remain open one or two nights each week.

The Chairman moved that the hours of operation of the Glen Park Branch Library be changed to permit better service to the public, but with the understanding that the total number of operating hours each week not be increased. The motion was duly seconded and unanimously approved.

There will be a delay in the Navy's vacation of the first floor area, 45 Hyde Street, Chairman Mohr reported. She added that the supplemental budget request to perform the necessary alteration work to make the quarters suitable for library

use was in the Controller's Office.

The establishment and content of the Municipal Reference Library set up and serviced from the Circulation Department, Main Library, was mentioned by Chairman Mohr. The materials are primarily in the field of accounting, the "pilot" subject area selected by the Civil Service Commission and agreed to by the Library Commission. It is the function of the former body to make known the existence of the special collection, the Chairman added.

POLICY AND PROCEDURES COMMITTEE

Chairman Wu reported the proposed Charter amendment to make the position of Assistant City Librarian appointive has been taken under submission by the Judiciary Committee of the Board of Supervisors. The Controller's Office has stated that this new position would increase the tax rate of $.001. The Civil Service Commission is to discuss this matter at its meeting of Thursday, August 4, 1960, at 5:00 p.m. President Fanucchi requested as many Commissions as possible attend that meeting.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Schwabacher moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to approve the Library Department expenditures for June and July and the estimated expenditures for August 1960, as shown:

OBJECT OF EXPENDITURE	Expended June 1960	Expended July 1960	Est. Expend. August 1960
Salaries and Wages	$101,324.38	$108,814.83	$110,000.00
Contractual Services	823.90	4,086.80	2,500.00
Binding	----	14,700.00	----
Materials and Supplies	624.76	4,089.66	1,000.00
Books, Binding Mat. and Catalog Cards	283.58	75,178.03	75,000.00
Equipment	681.39	----	1,000.00
Membership Dues	----	20.00	100.00
Maintenance & Repair of Automotive Equipment	----	50.00	100.00
Reproduction Service	3.40	----	50.00
Telephone and Telegraph	200.00	200.00	200.00
Telephone Directory	----	----	162.00
Scavenger Service	134.75	145.53	145.53
Pest Control Service	----	----	85.00
Window Cleaning Service	212.00	793.00	208.00
Gasoline and Lubricants	100.00	100.00	100.00
Drygoods	41.32	----	50.00
Compensation Insurance	25.00	25.00	25.00
Retirement	9,352.00	8,560.00	8,560.00
Social Security Taxes	----	1,060.00	1,060.00
Health Service	----	549.00	549.00
Branch Rentals	1,175.00	1,225.00	1,225.00
Automobile Insurance	----	143.68	321.32
Services of Other Departments	1,295.00	1,346.00	1,346.00
Heat, Light and Power	2,539.06	2,539.00	2,600.00
TOTALS	$119,244.54	$223,725.53	$206,386.85

It was moved by Chairman Schwabacher, seconded by Commissioner Vavuris and

unanimously adopted that the books on economic and political subjects in the amount of $106.28 for the month of June and $535.05 for the month of July, purchased from the Fuhrman Bequest Fund, and $107.41 for the month of July, purchased from the Sutro Fund, as submitted by the Librarian, be approved.

Chairman Schwabacher moved, Commissioner Vavuris seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #144

RESOLVED That a request for supplemental appropriation be submitted in the amount of $440.78 as compensation in lieu of vacation for Laurence J. Clarke, City Librarian, retired on July 15, 1960, said amount to be in payment for 7½ days of vacation.

BOOKS AND ART COMMITTEE

Commissioner Lepetich reported for the Committee. He called to the Commission's attention a list of books presented to the Library and also a report of the activities of the Catalog Department for the 1959-60 fiscal year.

On the matter of the embellishment of the North Beach Branch Library, Commissioner Bransten reported that he had been unable to meet with Mr. Snipper of the Art Commission and Mr. Wolfard of the architectural firm of Appleton & Wolfard. The meeting had been postponed.

LIBRARY INSPECTION COMMITTEE

A meeting of the Committee was suggested and also another tour of various library facilities. The City Librarian reminded the Commission that the Department of Public Works had requested that the building maintenance and repair requests for the 1961-62 fiscal year be submitted by August 15, 1960. Commissioner Wu suggested a night tour of the older branch libraries where new lights had recently been installed in the reading areas.

Commissioner Schwabacher suggested that members of the press be invited to accompany the members of the Committee on the inspection tour. The Librarian was instructed to extent the invitation when a date for the tour is established.

Commissioner Mohr recommended consideration of placing the second Bufano statue at the North Beach Branch Library; the idea will be studied further.

PUBLIC RELATIONS COMMITTEE

Commissioner Bransten summarized Miss Anne M. Farrell's monthly public relations activities report.

Mr. George Williams, President of the San Franciscans for a Better Library, suggested co-sponsorship with the Committee of Fifty of a library display at this year's Pacific Festival. A booth would be set up where questions could be answered and materials distributed to people interested in the library and its services.

Commissioner Mohr suggested that a recruiting program could be handled at the booth. Aspects of library employment, including the lifting of residence requirements, could be stressed. A similary program had been used with success in Chicago, Commissioner Mohr said.

Commissioner Schwabacher moved, Commissioner Mohr seconded and the Commission by unanimous action voted to extend to San Franciscans for a Better Library the Library's facilities and cooperation in providing materials for the booth display.

BUILDING MAINTENANCE COMMITTEE

The City Librarian reported that new fluorescent lights had been installed at the Sunset Branch Library. The installation of new lighting at the Richmond and Presidio Branch Libraries has just begun, he added.

Scaffolding has been placed along the east and part of the south walls of the Main Library in preparation for the exterior cleaning which was postponed during the construction of the Civic Center Garage. Mayor Christopher has been informed that work is in progress.

The mound of dirt on the McAllister Street side of the Library has been removed and the area paved, the City Librarian stated. He added that the Bookmobile will soon be placed there to facilitate loading it. The remainder of the area will be lined off to provide parking for approximately five automobiles.

The freight elevator will be shut down for major overhaul starting Saturday, August 6, 1960. The project will require approximately ten days for completion.

Commissioner Mohr suggested that the Library protest to the Board of Supervisors and other appropriate agencies the closing of Fulton Street for conventions and shows. She pointed out that Fulton Street to the south of the Main Library should be kept available for parking by patrons of the library.

The City Librarian was asked to obtain an estimate of the cost of removing the walk and planting the area along the south side of the Main Library with the view of requesting a supplemental budget appropriation to accomplish this work after the exterior of the building is cleaned.

WELFARE OF EMPLOYEES COMMITTEE

Chairman Bransten reported for the Committee. The Commission adopted the following resolution by unanimous action:

RESOLTUION # 145

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the months of June and July 1960 be approved:

June, 1960

C152 WATCHMAN

Zaboukos, Nick

X52 LIBRARY PAGE, Part-time

LLiapes, Diane
McHale, Gary
Mullane, John
Ricketts, James
Stark, James
Delucchi, William
Di Ricco, Lawrence
Lucey, Joseph
Wyman, Kenneth
Pearce, Michael
Potter, Ronald
Peters, Donald

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

Pult, Robert	Milber, Rose
Forsell, Jo Ann	Melendez, Helen
Quan, Alvina	Jeskalian, Barbara
Du Puis, Jerry	

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

X42 LIBRARIAN, Part-time

Cantou, Pierre	Mootz, William	Dalton, William
Lombardi, Jerry	Coleman, Edward	Metcalf, Bert
Morales, Rene	Ganley, Joseph	Sheridan, Susan
	Hooker, Edward	Leite, Robert
	Lucassen, John	Miguel, Joan
	Stokes, Albert	Cerri, Peter
	Gregg, Dennis	Cohler, Norman

X52 LIBRARY PAGE, Part-time

July, 1960

B512 GENERAL CLERK-TYPIST

Duggan, Marilyn

C52 ELEVATOR OPERATOR

Driscoll, Daniel

C152 WATCHMAN

Lundquist, Leonard

O-166.1 OPERATING ENGINEER, Jr.

Lundquist, Leonard

X52 LIBRARY PAGE, Part-time

Ferdon, William	Nealon, Patricia	Dugan, David
O'Connell, Anthony	Clarke, Susan	Boyle, Martin
Lennon, James	Spain, Gary	Manetas, Michael
Labagh, Theresa	McGill, Margaret	Gee, Derrell
Ferraris, Anne Marie	Finigan, Patricia	Wu, Elliott
Lee, Bette Jo	Chelini, Harry	Lane, John

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

McKenzie, Christy Ann	Uronovitz, Bernard	Brown, Victor
Galban, George	Downie, Francis	Bristol, James
Martino, Clara	Panasenko, Dawn	Smith, Phyllis
Eklund, Carl	Halson, June	Moreton, Catherine
Bristol, Marie	McGowan, Jr., John	McGowan, Geraldine
Ellis, Annis	Lynch, Carol	McGlenon, Karen
Nobbe, Emelia	Wright, Elizabeth	Lynch, Robert
Herold, Marie	Richardson, Charlotte	Chew, Jo Ann
Collins, Frances	McDonald, Barbara	Fick, Daisy

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted: (cont. next page)

B512 GENERAL CLERK-TYPIST

Gretchen Reiss

X52 LIBRARY PAGE, Part-time

Liapes, Diane
Silvestri, Alfred
Hedden, John
Esposito, Paul
Allen, Joseph
Randolph, James

0166.1 JR. OPERATING ENGINEER

Leonard Lundquist

C104 JANITOR

Theodore Givens

C152 WATCHMAN

Nick Zaboukos

X42 LIBRARIAN, Part-time

Pult, Robert

Commissioner Mohr reported the position of X10, Coordinator of Children's Activities, will be advertised nationally by the Civil Service Commission. President Fanucchi requested that the City Librarian accelerate the filling of this position.

The City Librarian reported that a review committee had been established for the purpose of screening new employees and rating them during their probationary period. The plan is to move new X42 Librarians among different departments and branches so supervisors can meet later and discuss the performance and professional competence of the employees on probation.

Commissioner Mohr moved that a letter of commendation be sent to Mrs. Alice Thomas, President of the Staff Association, commending that organization for the establishment of a Scholarship Fund. The motion was duly seconded and adopted.

President Fanucchi read a letter from Mrs. Thomas on the matter of having a representative of the Staff Association in attendance at every regular meeting of the Library Commission and requesting permission to do so. Commissioner Lepetich moved and Commissioner Wu seconded that a member of the Staff Association be invited to attend all regular meetings. The motion was unanimously adopted.

SURVEY STUDY COMMITTEE

Chairman Mohr reported a revised plan for purchasing books by the Order Department. A blanket purchase order is issued to a vendor and books drawn from this order. This system will expedite purchasing of books and will reduce the typing of pages of titles and checking delivery of books against a list of titles. Other recommandations contained in the Greenaway Report and implemented by the processing departments were reviewed by Chairman Mohr. The Librarian was asked to have the report duplicated so that each Commissioner could have a copy.

LIBRARIAN SELECTION COMMITTEE

Chairman Mohr reported that Personal Data Sheets had been sent to the particularly qualified candidates for the position of City Librarian. She added that the Committee expects to conduct additional local interviews in the near future. She pointed out again the problem of the relatively low entrance salary for the post.

COMMUNICATIONS

From Mr. Dalegor W. Suchecki, Chairman, Polish Community Service Center, re:

request for the use of Library meeting rooms for the teaching of the Polish language. Acknowledge and indicate Commission approval. File.

From Philip L. Rezos, Director of Property, re: rental collections for Library-owned premises located at 45 Hyde Street for the months of May and June, 1960. File.

There being no further business to come before the Commission the meeting was declared adjourned to Tuesday, September 6, 1960, at 3:30 p.m., and in respect to the memory of Miss Mabel Edwards, Head Librarian, who had been a faithful employee of the Library Department for almost thirty-one years, and Mr. Ernest Draper Howard, outstanding businessman, civic leader and former Library Commissioner.

Respectfully submitted,

Elliot V. Chinn

Elliot V. Chinn
Secretary, Library Commission

September 15, 1960

Proceedings of the postponed regular meeting of the Library Commission held Tuesday, September 13, 1960, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:50 p.m. by President Fanucchi.

The Pledge of Allegiance to the Flag was led by Commissioner Vavuris.

On roll call the following were noted present: Commissioners Bransten, Ehrhardt, Fanucchi, Lepetich, Mohr, Schwabacher, Turner, Vavuris and Wu. Absent: Commissioners Gurich and McGregor.

It was moved by Commissioner Vavuris, seconded by Commissioner Schwabacher and unanimously adopted that the minutes of the August Commission meeting be approved and placed on file. There being no objection, it was so ordered.

President Fanucchi welcomed several guests to the meeting. Included were Mrs. Alice Thomas, president of the Staff Association, Mr. Jack Pollatsek of the San Franciscans for a Better Library, Mrs. G. Garabedian, Parent-Teacher Association Library Chairman, and Mr. L. J. Clarke, former City Librarian.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Vavuris reported that the working drawings for the new Eureka Valley Branch Library will be forwarded by the project architects to the Bureau of Architecture in approximately one month. He added that the Bureau will check the drawings and specifications, making any necessary changes after which the plans will be submitted to other City agencies which must also approve the plans. The project is still scheduled to go out to bid in late November.

A work order in the amount of $1,000.00 has been processed to provide funds for the activities of the Real Estate Department in connection with the acquisition of sites for the Bayview and Excelsior branch libraries, Chairman Vavuris reported.

LIBRARY OPERATIONS COMMITTEE

It was reported by Chairman Mohr that the City Attorney had indicated that the Library Commission has the right to establish a standard schedule of charges to be made to patrons for lost books.

The Chairman moved, Commissioner Lepetich seconded and the Commission by unanimous action voted to approve the limited Sunday operation of the Main Library commencing September 25, 1960. The Main Library will be open from 1:00 to 5:00 p.m. for 34 Sundays during the school year.

POLICY AND PROCEDURES COMMITTEE

Chairman Wu reported that the Board of Supervisors had approved, by a vote of 7 to 3, the submission on the November ballot the Charter amendment to provide for the filling of the proposed position of Assistant City Librarian on an appointive basis. It was decided that the coordination of the activity to promote the Charter amendment should be handled by the Public Relations Committee of the Commission. All Commissioners were asked to assist the Committee in any way possible.

Because of the number of requests to the Library for the build-up of a genealogy section to replace materials relocated with the Sutro Branch of the California State Library Chairman Wu suggested that a policy be established as to how much money and time should be expended in this field.

President Fanucchi requested that the Policy and Procedures Committee study the above matter and report back to the Commission with recommendations at the October meeting.

Commissioner Mohr moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to leave the former Sutro reading room vacant until a study can be made as to the best utilization of space in that and other public rooms. The City Librarian reported that he had asked the department heads to study this matter and that that group is to make suggestions on space utilization also.

BOOKS AND ART COMMITTEE

In the absence of Chairman McGregor Commissioner Lepetich reported for the Committee. He seconded Commissioner Mohr's motion that the installation of the Piazzoni murals be studied by the Committee. The motion was unanimously adopted.

Following discussion on the subject, Commissioner Vavuris suggested that it might prove useful to the Commission to have a member of the Books and Art Committee attend, as an observer, any scheduled meeting among other civic agencies (the Police, the Courts, Board of Education, etc.) to be conducted to discuss the matter of obscene literature.

FINANCE, AUDIT AND BUDGET COMMITTEE

Chairman Schwabacher moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to approve the Library Department expenditures for August and the estimated expenditures for September 1960, as shown:

OBJECT OF EXPENDITURE	Expended August 1960	Est. Expend. Sept. 1960
Salaries and Wages	$111,512.80	$112,000.00
Contractual Services	11,800.71	1,500.00
Binding	----	----
Materials and Supplies	448.64	500.00
Books, Binding Materials, Catalog Cards	41,319.78	75,000.00
Equipment	452.14	1,000.00
Membership Dues	13.00	100.00
Maintenance and Repair of Automotive Equipment	87.85	100.00
Reproduction Service	10.75	50.00
Telephone and Telegraph	200.00	200.00
Scavenger Service	145.53	145.53
Pest Control Service	----	----
Window Cleaning Service	208.00	573.00
Gasoline and Lubricants	100.00	100.00
Drygoods	----	50.00
Compensation Insurance	38.12	50.00
Retirement	8,560.00	8,560.00
Social Security Tax	1,060.00	1,060.00
Health Service	549.00	540.00
Branch Rentals	1,225.00	1,225.00
Automobile Insurance	----	321.32

Services of Other Departments		1,346.00	1,346.00
Heat, Light and Power		2,808.23	2,800.00
Land		1,000.00	----
	TOTALS	$182,885.55	$207,391.85

It was moved by Chairman Schwabacher, seconded by Commissioner Turner and unanimously adopted that the books on economic and political subjects in the amount of $3,003.89 for the month of August, purchased from the Fuhrman Bequest Fund, as submitted by the Librarian, be approved.

PUBLIC RELATIONS COMMITTEE

In the absence of Chairman Gurich, Commissioner Mohr reported for the Committee. She called the Commission's attention to Miss Farrell's monthly public relations activities report, and read a letter addressed to Miss Farrell concerning the Library Aide program of the Girl Scouts. Since this is a volunteer program of a limited nature, Commissioner Mohr asked whether the Policy and Procedures Committee had studied the matter of the use of volunteers as proposed by the San Franciscans for a Better Library. Commissioner Wu stated that the Policy and Procedures Committee had discussed this subject informally, but that further study is needed. Commissioner Mohr was asked to give the Policy and Procedures Committee the results of her findings on the use of volunteers in other City and County departments.

The San Franciscans for a Better Library were commended by Commissioner Mohr for their efforts on behalf of the Library and particularly for the information booth which the organization installed in the Civic Auditorium in connection with Pacific Festival.

It was moved by Commissioner Mohr, seconded by Commissioner Bransten and unanimously adopted that the San Franciscans for a Better Library be sent a communication of commendation for their interest and activities.

Commissioner Mohr congratulated Mrs. Alice Thomas, president of the Staff Association and head librarian, Potrero Branch Library, for the establishment of the Adult Book Discussion Group of Potrero Branch Library.

BUILDING MAINTENANCE COMMITTEE

Chairman Turner called the attention of Commission members to the lists of Maintenance and Repair, Replacement and Reconstruction and Capital Improvement projects proposed for inclusion in the 1961-62 budget. He stated that the lists were developed on the basis of a joint inspection tour made by Commissioner Lepetich, the City Librarian and himself. Commissioner Schwabacher moved, Commissioner Turner seconded and the Commission by unanimous action voted that the projects be re-listed on an overall Library Department priority basis, rather than by the department and branch basis as presented. The City Librarian was asked to work with the Building Maintenance Committee to develop such a priority rating system and to forward the new lists, as developed, to the Department of Public Works.

LIBRARY INSPECTION COMMITTEE

Chairman Lepetich stated that he had nothing to add to Commissioner Turner's report. It was suggested that since the activities of the Building Maintenance

and Library Inspection Committees seem to overlap consideration be given to combining the two committees.

President Fanucchi stated that the standing committees were established by the by-laws of the Commission, and that these would have to be changed to carry out the above suggestion. The Policy and Procedures Committee was asked to study this matter and to report back to the Commission at an early date.

WELFARE OF EMPLOYEES COMMITTEE

Chairman Bransten called the Commission's attention to the following resolution:

RESOLUTION #146

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of August, 1960, be approved:

B222 GENERAL CLERK	C152 WATCHMAN	C104 JANITOR
Dean Christianson	Reginald Dunlap	Thomas Egan

X52 LIBRARY PAGE, Part-time

Peter, Andrew	Louie, Dexter	Fitzpatrick, Peter
Murphy, Margarite	Thibeaux, Lloyd	Dillon, George
Smith, Edward R.	Fowler, James	Angeli, Roger

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

Stallings, Selma L.	Del Secco, Claudette	Hongisto, Donald
Cox, Barbara	Fowler, Martha S.	Brown, Malcolm
Chase, Julia	Halson, June Y.	Businger, Mary

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

C152 WATCHMAN	C52 ELEVATOR OPERATOR	X42 LIBRARIAN, Part-time	
Reginald Dunlap	Daniel Driscoll	Murphy, Mary J.	Baus, Martha
		Jeskalian, Barbara	Quan, Alvina

X52 LIBRARY PAGE, Part-time

McGill, Margaret Gail	Ferraris, Anna M.	Hogan, Edward
Brady, Bernard	Goldstein, Richard	O'Connor, Kevin
Lyons, James	Evans, Dean	

It was moved by Commissioner Vavuris, seconded by Commissioner Turner and unanimously adopted that the above Resolution be approved as presented.

The matter of representation at the annual California Library Association Conference was introduced by Chairman Bransten. He stated that in line with past practice it had been suggested that Mrs. Alice Thomas, president of the Staff Association, be sent to the Conference at City expense as the official staff

delegate. It was moved by Chairman Bransten, seconded by Commissioner Turner and unanimously adopted that Mrs. Thomas be formally named as the Staff delegate to the California Library Association Conference to be held at Pasadena, California, October 3-7, 1960.

Since Commissioner Vavuris intends to attend the Conference for only the one day devoted to Trustee activities, there will be sufficient funds to send an additional staff or Commission delegate to the Conference, Chairman Bransten reported.

President Fanucchi suggested that she and the City Librarian consider the naming of an additional official delegate to the Conference. Commissioners Mohr and Bransten stated that they both hoped to attend, but that it would be at their personal expense.

SURVEY STUDY COMMITTEE

Chairman Mohr reported progress for the Committee.

LIBRARIAN SELECTION COMMITTEE

Chairman Mohr reported progress for the Committee.

Commissioner Mohr called the Commission's attention to the fact that the request for $7,500,000 in Federal Aid to libraries had been signed into law. She added that California would receive a significant amount of aid under the program.

President Fanucchi called upon Mr. Clarke, who said he was still interested in the Library and pleased to be able to attend the Commission meeting.

Mrs. Thomas remarked that her attendance at the meeting had given her a greater understanding of the work of the Commission. She added that she felt that other Staff Association members who would attend Commission meetings in the future would also find the opportunity useful and informative.

Mrs. Garabedian remarked that she was pleased that the City Librarian had been asked to serve on the newly-created Advisory Board to the District Executive Board of the Parent-Teacher Association.

Mr. Pollatsek expressed the appreciation of the San Franciscans for a Better Library to the Commission, the staff and the City Librarian for the cooperation in making materials available for the Pacific Festival information booth.

The City Librarian was asked to alert the Committee of Fifty to the fact that their assistance would be needed in promoting the Charter amendment for Assistant City Librarian.

COMMUNICATIONS

From Philip L. Rezos, Director of Property, re: rental collection for Library-owned premises located at 45 Hyde Street for the month of July, 1960, File.

From Gertrude Clemens, Sarah W. Shanks, Carolyn Jackson, Miss S. Burgess and N. H. Hubert, re: establishment of a genealogy section in the Main Library. POLICY AND PROCEDURES COMMITTEE. Acknowledge and file.

Commissioner Vavuris moved and Commissioner Schwabacher seconded that the

meeting be declared adjourned to Tuesday, October 4, 1960, at 3:30 p.m. It was so ordered.

Respectfully submitted,

Elliot V. Chinn

Elliot V. Chinn, Secretary
San Francisco Library Commission

SAN FRANCISCO PUBLIC LIBRARY

October 14, 1960

Proceedings of the regular meeting of the Library Commission held Tuesday, October 4, 1960, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:30 p.m. by President Fanucchi.

The Pledge of Allegiance to the Flag was led by Commissioner Wu.

On roll call the following were noted present: Commissioners Bransten, Ehrhardt, Fanucchi, Gurich, Lepetitch, Mohr, Schwabacher, Turner, Vavuris and Wu. Absent: Commissioner McGregor.

It was moved by Commissioner Gurich, seconded by Commissioner Wu and unanimously adopted that the minutes of the September Commission meeting be approved and placed on file. There being no objection, it was so ordered.

President Fanucchi welcomed several guests to the meeting. Included were Mrs. Bertha Van Vliet, Mr. John W. Sherry and Mr. Ferd H. Lachman of the Library Committee of the Grand Jury, Miss Maureen O'Neill of the Staff Association, Mrs. G. Garabedian, Parent-Teacher Association Library Chairman, and Mr. Robert Marcus, Principal of the Benjamen Franklin Junior High School.

City Librarian Clarvoe reported he, Commissioner Mohr and Mrs. Alfred McLaughlin had visited Dean Wurster of the University of California School of Architecture to request architectural aid after the request for $20,000.00 for an architectural survey was deleted from the budget. Mr. Clarvoe introduced Mr. A. Hews McCann of the University of California. Mr. McCann stated he is a licensed architect in the states of Iowa and Illinois and that he is working for his California license.

Mr. McCann explained his object is to develop suggestions and plans for the renovation and rearrangement of the Main Library for the most efficient operation. He is doing research on how the library can best serve the public. He emphasized that there is no cost for this service to the Library and further added that his report will be made available to the Library Commission.

Commissioner Vavuris moved, Commissioner Lepetitch seconded and the Commission unanimously voted that Mr. McCann's service be accepted, and further that the Commission thank and commend him for offering his service to the Library Department.

The City Librarian reported on the completion of the Orientation Manual prepared by the heads of various departments to be used by all employees to familiarize them with the operation and procedures of various departments. A copy of the manual was given to Grand Jurist Van Vliet and a copy given to the Committee of Fifty.

Commissioner Vavuris moved, Commissioner Lepetitch seconded and it was unanimously adopted that the department heads and others who participated in the preparation of the manual be commended.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Vavuris read a covering letter from the City Architect which accompanied the final plans of the Eureka Valley Branch Library which were for the approval

of the Library Commission. The City Librarian was asked to consult with the City Architect for use of wire glass in place of the plain plate glass.

Commissioner Schwabacher moved, Commissioner Turner seconded and it was unanimously adopted that the final architectural drawings of the Eureka Valley Branch Library be accepted.

On the matter of the Western Addition Branch Library Commissioner Vavuris reported that Mr. Ray Kimbell of the Recreation and Park Department stated that the Library Department will have to bear the expense of about $1,000.00 for moving playground equipment to the east end of Hamilton Playground for a Western Addition Branch Library site on the west end of the playground.

It was moved by Commissioner Wu, seconded by Commissioner Turner and unanimously adopted that the Planning and Development Committee report be accepted. It was further moved by Commissioner Wu and seconded by Commissioner Turner that funds for the branch library in the Western Addition District be included in the 1961-1962 budget as a second priority item. The second motion was also approved unanimously.

LIBRARY OPERATION COMMITTEE

Chairman Mohr reported receipt of requests for Saturday opening of the Business Branch. It was felt that the Main Library is open on Saturday, and that it has many of the materials carried by the Business Branch. It was decided that it is unnecessary to open the Business Branch on Saturday at this time.

POLICY AND PROCEDUUES COMMITTEE

Chairman Wu reported that a letter had been received from the San Franciscan for a Better Library withdrawing its offer of volunteer service due to the city's liability for injuries to volunteer workers. It was moved by Commissioner Vavuris, seconded by Commissioner Wu and unanimously adopted that a letter of appreciation be sent to Mr. George Williams to thank his organization for their offer of volunteer service to the Library Department to alleviate the shortage of clerical help.

Commissioner Mohr reported that it had been suggested a noontime record program to be sponsored by the San Franciscans for a Better Library to be held two days a week after the first of the year. The matter was ordered carried on the agenda pending joint consideration by Mr. Holman and the Committee.

Chairman Wu reported the matters of forming a genealogical section and outlining the duties of the Commission standing committees will be taken up with the new City Librarian.

Commissioner Turner moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to adopt the report of the Policy and Procedures Committee.

BOOKS AND ART COMMITTEE

As Commissioner Gurich attended the Committee of Fifty meeting in the Assembly Room, Mr. Clarvoe reported for the Books and Art Committee. He suggested that the Piazzoni murals, intended for installation at the Main Library be opened and inspected by someone from one of the museums so that the physical condition of the murals can be ascertained.

Commissioner Vavuris moved and Commissioner Lepetitch seconded that the City Librarian contact museum experts for inspection of the Piazzoni murals. The motion was unanimously approved.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Mohr moved, Commissioner Vavuris seconded and the Commission by unanimous action voted to approve the Library Department expenditures for September and the estimated expenditures for October 1960, as follows:

OBJECT OF EXPENDITURE	Expended Sept. 1960	Est. Expend. Oct. 1960
Salaries and Wages	$108,164.54	$112,000.00
Contractual Services	1,174.27	1,500.00
Binding	4,900.00	4,900.00
Material and Supplies	79.89	1,500.00
Books, Binding Materials, Catalog Cards	39,493.74	75,000.00
Equipment		1,000.00
Membership Dues	6.00	100.00
Maintenance and Repair of Automotive Equipment	35.00	100.00
Reproduction Service	.55	50.00
Telephone and Telegraph	202.58	200.00
Scavenger Service	150.03	145.53
Pest Control Service		72.00
Window Cleaning Service	573.00	428.00
Gasoline and Lubricants	100.00	100.00
Drygoods		50.00
Compensation Insurance	38.12	50.00
Retirement	8,560.00	8,560.00
Social Security Tax	1,060.00	1,060.00
Health Service	549.00	549.00
Branch Rentals	1,225.00	1,225.00
Automobile Insurance	321.32	
Services of Other Department	1,346.00	1,346.00
Heat, Light and Power	2,824.97	2,800.00
TOTALS	$170,804.01	$212,735.53

It was moved by Chairman Schwabacher, seconded by Commissioner Vavuris and unanimously adopted that the books on economic and political subjects in the amount of $415.88 for the month of September, purchased from the Fuhrman Bequest Fund, as submitted by the Librarian, be approved.

Chairman Schwabacher moved, Commissioner Vavuris seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #147

RESOLVED That a request for supplemental appropriation in the amount of $101.00 for Vehicle Liability Insurance from October 1, 1960 to October 1, 1961, be submitted, in accordance with Purchaser's Specifications and Conditions Quotation #7445.

Chairman Schwabacher also reported on the estimates for complete repair and recovering of 13 chairs in the Commissioner's Room. The estimates for covering in top grain leather were $97.50 and $65.00, and for naughahyde $65.00 and $55.00. Chairman Schwabacher requested the Secretary to obtain a third bid and that the lowest figure be included in the 1961-62 budget requests.

PUBLIC RELATIONS COMMITTEE

In the absence of Commissioner Gurich who was attending the Committee of Fifty meeting in the Assembly Room, Librarian Clarvoe summarized Miss Anne F. Farrell's monthly public relations activities report. Commissioner Vavuris moved, Commissioner Turner seconded and the Commission by unanimous action voted to adopt the Public Relations Committee report.

BUILDING AND MAINTENANCE COMMITTEE

Chairman Turner suggested a meeting of the Building Maintenance Committee to determine the priority rating of various building maintenance projects to be submitted to the Department of Public Works by December 31, 1960.

Chairman Turner reported an estimate of $3,089.00 had been received for planting boxwood hedge around the south and west sides of the Main Library. The hedge will be furnished without cost by the Recreation and Park Department. Commissioner Vavuris moved, Commissioner Turner seconded and the Commission voted unanimously that a request for supplemental appropriation in an amount not to exceed $3,089.00 be submitted for planting hedges along the south and west sides of the Main Library.

The Librarian was requested to again contact the Real Estate Department to confirm the date when the Navy would vacate the ground floor of 45 Hyde St.

WELFARE OF EMPLOYEES COMMITTEE

As Chairman Bransten was attending the Committee of Fifty meeting in the Assembly Room, Commissioner Vavuris reported on the following resolution:

RESOLUTION #148

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of September 1960, be approved:

B222 GENERAL CLERK

Durden, John

X52 LIBRARY PAGE, Part-time

Kenney, Lawrence	McCaffrey, Michael	Arbuckle, William
Bleckman, Stuart	Ward, Michael	Lonner, Thomas
Wong, Victor	Keane, Neil	Attinger, Lawrence

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

Krebs, Loretta	O'Donnell, Kathleen	Coleman, Edmond
Belden, Walter	Offenberg, David	Edmondson, Sandra
Stallings, Selma	Fowler, Martha	Keating, Michael
Cox, Barbara	Hongisto, Donald	McCarthy, James
Chase, Julia	Brown, Malcolm	Edgemann, Carol
Del Secco, Claudette	Businger, Mary	O'Brien, Brenda
Martins, Diane	Oberstein, Marian	Dunn, Mary
	Norton, Mary	

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted:

B222 GENERAL CLERK	B512 GENERAL CLERK-TYPIST	C152 WATCHMAN
Christianson, Dean	Duggan, Marilyn	Lundquist, Leonard

X42 LIBRARIAN, Part-time	X52 LIBRARY PAGE, Part-time
Edmondson, Raymond	Chew, Martin
Otis, Duane	Lee, Bette Jo
Pighetti, Marilyn	Levin, Mark
Louis, Leonard	Louis, Dexter
Eklund, Carl	McCloy, Patrick
	Manetas, Michael

It was moved by Commissioner Vavuris, seconded by Commissioner Turner and unanimously adopted that the above Resolution be approved as presented.

SURVEY COMMITTEE

Chairman Mohr reported she had been working with the Committee of Fifty in an effort to enlist support for Proposition E, the Charter amendment for creation of Assistant City Librarian on an appointive basis.

LIBRARIAN SELECTION COMMITTEE

Chairman Mohr moved, Commissioner Wu seconded and it was unanimously adopted that Mr. William R. Holman be formally notified of his appointment as City Librarian.

Chairman Mohr reported that letters of thanks had been sent to all applicants for the City Librarian position, and in return the Committee had received many letters of commendation on the selection of Mr. Holman.

Chairman Fanucchi asked Commissioner Ehrhardt to work with the Public Relations Committee on a reception for the new City Librarian who is expected to arrive next month.

A slight drop in book circulation over last year was noted. It was suggested a public relations program be inaugurated; a monthly bulletin was suggested.

Commissioner Vavuris moved, Commissioner Turner seconded and it was unanimously adopted by the Commission that the need for a public relations program be studied and that recommendations for such a program be developed by the Public Relations Committee.

Commissioner Vavuris suggested a resolution to express the Commission's appreciation to the newspapers for their fine coverage on Mr. Holman's appointment as City Librarian.

It was moved by Commissioner Vavuris, seconded by Commissioner Ehrhardt and unanimously adopted that the above suggestion be implemented.

Commission Mohr summarized the question of State aid to libraries. She pointed out that under the provisions of the newly suggested bill the San Francisco Public Library would receive significant financial aid. She contrasted the proposed bill to A. B. 1985 which was not passed in the former session of the Legisture.

Commissioner Vavuris moved and Commissioner Wu seconded that the meeting be adjourned to Tuesday, November 1, 1960, at 3:30 p.m. It was so ordered.

Respectfully submitted,

Elliot V. Chinn

Elliot V. Chinn, Secretary
San Francisco Library Commission

November 4, 1960

Proceedings of the regular meeting of the Library Commission held Tuesday, November 1, 1960, in the Commissioner's Room, Main Library.

The meeting was called to order at 3:50 p.m. by President Fanucchi.

The Pledge Allegiance to the Flag was led by Secretary Chinn.

On roll call the following were noted present: Commissioners Bransten, Fanucchi, Lepetich, Mohr, Turner and Vavuris. Absent: Commissioners Ehrhardt, Gurich, McGregor, Schwabacher and Wu.

It was moved by Commissioner Mohr, seconded by Commissioner Vavuris and unanimously adopted that the minutes of the October meeting be approved as corrected and placed on file. The correction to the minutes of the October meeting: "The Commission unanimously adopted a resolution to extend its appreciation to Miss Dolores Cadell, Reference Librarian, upon her retirement after 42 faithful years of service with the Public Library and to adjourn the meeting in her honor."

President Fanucchi introduced Miss Dorothy Hult, Secretary of the Staff Association.

The City Librarian reported mailing of Activities Report for Mayor Christopher to members of the Library Commission. He added some department heads have submitted reports which were not incorporated in the Mayor's report, but which are available in his office.

Mr. Clarvoe reported that at the monthly meeting of heads of department it was decided that orientation meetings be hold with X42 Librarians and that these employees particularly be encouraged to do more reading to increase the knowledge of their profession, so that, in turn they would be able to offer better service to the public, and would qualify themselves more fully for promotion and secure a better knowledge of the operation of departments other than the one to which they are presently assigned.

Another matter taken up by a special heads' sub-committee was the schedule of charges to be made for photo-duplication services made possible by the new equipment the library is to receive soon.

The Executive Board of the San Francisco Second District California Congress of Parents-Teacher Association endorsed Proposition E, Mr. Clarvoe reported.

The City Treasurer was requested to purchase new 3¼% government bonds due Feb. 15, 1962, from the $5,000 Sutro Fund for current 4 3/4% bonds which will become due Nov. 15, 1960. The interest from these securities is used to purchase books under terms of the Sutro bequest.

Change of schedule of Senior Librarians on Friday from 9 am to 6 pm instead of 12 noon to 9 pm was suggested by the Head Branch Librarian so the Senior Librarians in the larger branches may devote more time to work with the schools in their respective areas.

Painting of lines in the parking area formerly occupied by the mound of dirt off McAllister Street was completed with one space reserved for the Civil Defense and the balance for library vehicles.

Mrs. Goodwin and Mrs. Laye have been working with representative of a stationery firm in conducting a study for more rapid handling of overdue notices.

Commissioner Turner moved, Commissioner Bransten seconded and the Commission by unanimous action, voted to accept City Librarian Clarvoe's report.

President Fanucchi reported that a letter from Mr. Holman stated he expected to arrive in San Francisco on November 4, 1960. His arrival earlier than anticipated will permit him time to look for a residence for his family before he takes over his new post.

Mr. Clarvoe's resignation as City Librarian was read by President Fanucchi. Commissioner Turner moved, Commissioner Vavuris seconded and the Commission unanimously adopted that Mr. Clarvoe's resignation be effective as of November 15, 1960. The Commission extended a vote of thanks and commendation to Mr. Clarvoe for his work as City Librarian during the past six months.

President Fanucchi read Secretary Chinn's resignation. It was moved by Commissioner Lepetich, seconded by Commissioner Vavuris and unanimously adopted that Mr. Chinn's resignation be effective as of November 15, 1960 and that he also be accorded the Commission's appreciation for his service as Secretary.

President Fanucchi explained that due to the accounting period, Mr. Holman will take office as City Librarian as of November 16, 1960. Commissioner Lepetich moved, Commissioner Vavuris seconded and the Commission unanimously adopted that Mr. Holman's date of office as City Librarian be effective November 16, 1960.

President Fanucchi appointed Commissioner Vavuris to work with the Mayor's Office on the induction ceremony for Mr. Holman. Invitations will be extended to other city department heads. Commissioner Mohr was appointed as chairman of a special committee to plan a public reception for Mr. Holman. Commissioners Bransten and Ehrhardt were appointed to serve as committee members. The place and date for the reception will be decided by the committee.

Librarian Clarvoe added that the Staff Association also planned to hold a reception for Mr. Holman.

SURVEY STUDY COMMITTEE REPORT

Chairman Mohr called on Mr. A. Hews McCann for a progress report on his architectural study of the Main Library. He summarized the competitive method which was used in selecting architect for the Main Library. Copies of his report were furnished to each Commissioner. Chairman Mohr suggested sending copies also to Mrs. Alfred McLaughlin, Mrs. Louis Sloss and Mrs. Jane Spreckels of the Committee of Fifty and to Mayor Christopher.

PLANNING AND DEVELOPMENT COMMITTEE

Commissioner Vavuris reported that a meeting of the City Architect, project architect and City Librarian would be held in Mr. Clarvoe's office on Wednesday, November 4, to discuss the final plans of the Eureka Valley Branch Library. The suggestion of substituting wired glass in some portions of the building will be discussed at this meeting.

The Controller Office failure to send a copy of our $1,000 work order for study and acquisition of sites for the Bayview and Excelsior Branches has caused a slight delay in the Real Estate Department search for sites, reported Chairman Vavuris. However, the Real Estate Department has commenced negotiations, he added.

LIBRARY OPERATION COMMITTEE

Chairman Mohr reported that radio station KSFO donated $300 worth of broadcasting time to publicize the opening of the United Nations Exhibit at the Main Library. Chairman Mohr moved, Commissioner Turner seconded and the Commission by unanimous action voted to send an acknowledgement of appreciation to KSFO.

Chairman Mohr moved, Commissioner Bransten seconded and it was unanimously adopted by the Commission that the Public Library be closed December 24-26, and December 31-January 2, 1961, in observance of the Christmas and New Year Holidays.

POLICY AND PROCEDURES COMMITTEE

In the absence of Commissioner Wu, Mr. Clarvoe reported a suggestion of granting permanent library cards to retired employees. A specially printed card was suggested. Commissioner Vavuris moved, Commissioner Turner seconded and it was unanimously adopted that expenditures of city fund for printing permanent library card for personnel retiting from the Library Department be approved.

BOOK AND ART COMMITTEE

Chairman Lepetich reported a meeting will be held with Martin Snipper of the Art Commission as to the disposition of the Piazzoni murals. It was suggested that Mr. McCann attend this meeting.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Vavuris moved, Commissioner Turner seconded and the Commission by unanimous action voted to approve the Library Department expenditures for October and the estimated expenditures for November 1960, as follows:

OBJECT OF EXPENDITURE	Expended Oct. 1960	Est. Expend. Nov. 1960
Salaries and Wages	$108,150.44	$112,000.00
Contractual Services	1,607.67	2,000.00
Binding	4,900.00	4,900.00
Material and Supplies	3,048.95	1,500.00
Books, Binding Materials, Catalog Cards	38,802.47	50,000.00
Equipment	654.16	2,000.00
Membership Dues	18.00	100.00
Maintenance and Repair of Auto	5.00	100.00
Reproduction Service	2.75	50.00
Telephone and Telegraph	200.00	200.00
Scavenger Service	145.53	145.53
Pest Control Service	72.00	-
Window Cleaning Service	428.00	208.00
Gasoline and Lubricants	100.00	100.00
Drygoods	87.05	50.00
Compensation Insurance	35.67	50.00
Retirement	8,560.00	8,560.00

Social Security Tax	$1,060.00	$1,060.00
Health Service	549.00	549.00
Branch Rentals	1,225.00	1,225.00
Service of Other Department	1,346.00	1,346.00
Heat, Light and Power	2,583.43	2,800.00
TOTALS	$173,581.12	$188,943.53

It was moved by Commissioner Vavuris, seconded by Commissioner Turner and unanimously adopted that the books on economic and political subjects in the amount of $208.01 for the month of October, purchased from the Fuhrman Bequest Fund, as submitted by the Librarian, be approved.

Mr. Clarvoe reported that at the October meeting of heads of departments he had requested that items to be included in the 1961-62 budget be submitted by November 1, so that work on the budget could be started by mid-November.

PUBLIC RELATIONS COMMITTEE

Chairman Bransten reported wholehearted support from the Committee of Fifty, San Franciscans for Better Library and the Commission in the campaign for Proposition E. Two thousand hand out cards were distributed and newspaper advertisements placed.

Chairman Bransten suggested that the qualifications of the Assistant City Librarian be the same as the City Librarian. Commissioner Vavuris remarked that he felt the Commission should not tie itself down on this point. Commissioner Bransten moved, Commissioner Turner seconded and it was unanimously adopted by the Commission that the qualifications for the Assistant City Librarian include professional training.

Chairman Bransten summarized Miss Ann Farrell's monthly Public Relations activities report.

Commissioner Mohr reported that the reception of the United Nations Exhibit was very well attended. An institute sponsored by the Public Library Executives of Central California will be held Friday, November 8, 1960, in San Jose. The session is limited to 150 persons and it was suggested that advanced reservation be made by Commissioners who planned to attend this institution on legislation affecting libraries.

BUILDING MAINTENANCE COMMITTEE

Chairman Turner reported that completion of the cleaning of the exterior of the Main Library was delayed for about two weeks because the contractor was unable to get experienced tuck pointers to finish the job, but that work had been resumed.

On the matter of planting hedge, Chairman Turner stated that landscape people are reluctance to bid on the job until the scaffolding is removed. Librarian Clarvoe urged that the cement walk be removed even though the supplemental budget request for the landscaping has not been submitted. Commissioner Turner moved, Commissioner Mohr seconded and the Commission by unanimous action voted to adopt the report of the Building Maintenance Committee.

Librarian Clarvoe confirmed the Navy Department will vacate the ground floor of 45 Hyde Street by the first of December, according to the Real Estate Department.

LIBRARY INSPECTION COMMITTEE

Chairman Lepetich reported progress for the Committee.

WELFARE OF EMPLOYEES COMMITTEE

Chairman Bransten moved, Commissioner Lepetich seconded and the Commission by unanimous action approved the following resolution:

RESOLUTION #149

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of October, 196 , be approved:

B222 GENERAL CLERK

Egan, Thomas
Gotelli, Dominic

B512 GENERAL CLERK-TYPIST

Kerr, J. Ruskin

C102 JANITRESS, part-time

Brown, Alice

X32 REFERENCE LIBRARIAN

Burke, Francis

X52 LIBRARY PAGE, part-time

Storelli, Thomas
Brady, Gerald
Kenney, Lawrence
Devine, Thomas
Muscat, Raymond
Gregg, Kevin
Fanucchi, Margene
Kilkenney, Michael

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 Librarian, part-time

Gardiner, Marjorie
McKanna, Geraldine
Houser, Jerry
Daly, John
Egan, Theresa
O'Donnell, Kathleen
Hanson, Josephine
Popoff, Nicholas
Kavanaugh, Joan
Benas, Gwendolyn
Motta, Anita
Sloan, Elisabeth

AND FURTHER that the following resignations of non-civil service, part-time and temporary positions be accepted:

B222 GENERAL CLERK

Popoff, Nicholas

C104 JANITOR

Egan, Thomas

X42 LIBRARIAN, part-time

Cathcart, Patricia
Wood, Roger
Businger, Mary
Arneson, Lucile
Hongisto, Donald

X52 LIBRARY PAGE, part-time

Brughelli, Michael
Welchert, William

Commissioner Vavuris summarized his attendance at the California Library Association Conference held at Pasadena, California. He stated the Trustees meeting was well attended. After reading the bill, Commissioner Vavuris stated he was not opposed to the State aid to libraries.

Commissioner Mohr stated that Commissioner Vavuris is now president of the Trustees Section of the California Library Association. She further emphasized the importance of the State aid legislation and suggested that a meeting be held after the first of the year with other trustees from the Bay Area to consider this matter and also ehlp to plan for participation in National Library Week. It was suggested that this matter be placed on the January agenda.

COMMUNICATIONS

From Mrs. Alice Thomas summarizing her trip to the California Library Association Conference and thanking the Commissioners for selecting her as the Staff representative. File

From Philip L. Rezos, Director of Property, re: rental collections for Library-owned premises located at 45 Hyde Street for the months of August and September, 1960. File

From Horace F. Romeo, letter of complaint with a copy of a letter addressed to the Board of Supervisors re: library improvement needed. Acknowledge and send a copy of Mr. McCann's report. File

Commissioner Bransten moved and Commissioner Mohr seconded that the meeting be declared adjourned to Tuesday, December 6, 1960, at 3:30 p.m. It was so ordered.

Respectfully submitted,

Elliot V. Chinn
Secretary

SAN FRANCISCO PUBLIC LIBRARY

December 8, 1960

Proceedings of the regular meeting of the Library Commission held Tuesday, December 6, 1960, in the Commissioners' Room, Main Library.

The meeting was called to order at 3:40 p.m. by President Fanucchi.

The Pledge of Allegiance to the Flag was led by Commissioner McGregor.

On roll call the following were noted present: Commissioners Ehrhardt, Fanucchi, Gurich, Lepetich, McGregor, Mohr, Schwabacher, Vavuris and Wu. Absent: Commissioners Bransten and Turner.

It was moved by Commissioner Wu, seconded by Commissioner Gurich and unanimously adopted that the minutes of the November meeting be approved and placed on file. There being no objection, it was so ordered.

President Fanucchi welcomed Mr. Holman, City Librarian, to his first regular Commission meeting. Guests in attendance were introduced by the President.

Mr. Holman outlined his activities since assuming office. He reported briefly on meetings he had called and attended and stated that his remarks concerning the location of the Main Library had been based on the experience of other large cities and on the theory of library location planning generally. He added that his recommendations concerning the Main Library would be made available to the Commission after the first of the new year.

SURVEY STUDY COMMITTEE

Chairman Mohr called the Commission's attention to the second progress report submitted by Mr. A. Hews McCann, who is conducting a study of the Main Library building. Mr. McCann, responding to a question, stated that he expected to have a complete design program set down by early 1961. It was suggested that a special meeting of the Commission be called to review the program when it has been prepared.

It was announced by President Fanucchi that Mr. McCann is to be interviewed by the Board of Architectural Examiners in Los Angeles on Friday, December 9, 1960, in connection with his application for a license to practice architecture in the state of California.

It was moved by Commissioner Mohr, seconded by Commissioner Gurich and unanimously adopted that a letter of commendation for Mr. McCann's efforts on behalf of the Library be forwarded to the Board of Architectural Examiners for its consideration.

LIBRARY OPERATIONS COMMITTEE

Chairman Mohr reported progress.

RECEPTION PLANNING COMMITTEE

It was reported by Chairman Mohr that the plans for the civic reception for Mr. Holman had been finalized. A reception line will greet guests from 5:30 to 6:30 p.m. or until the Mayor and Mr. Holman speak. President Fanucchi asked that

all Commissioners stand in the receiving line.

PLANNING AND DEVELOPMENT COMMITTEE

Chairman Vavuris reported that bids from contractors for the Eureka Valley Branch Library are to be received by December 14, 1960. The contractor will be allowed 225 calendar days for completion after contract is awarded, which will probably be early in January.

The Director of Property advised that negotiations for the purchase of the library sites in the Bayview and Excelsior Districts have reached the point where he will submit the necessary resolution to the Board of Supervisors which, when approved, will permit the releasing of the appropriated funds to consummate purchase, Chairman Vavuris reported.

It was reported by the Chairman that Mr. Holman and Mr. Clarvoe had presented the Library Department's 1961-62 Capital Improvement Program to the City Planning Commission on Friday, December 2, 1960. The total amount of first year requests is $360,125.00.

Chairman Vavuris moved, Commissioner Mohr seconded and the Commission by unanimous action voted to accept the Planning and Development Committee report.

POLICY AND PROCEDURES COMMITTEE

It was reported by Chairman Wu that his Committee would meet with Mr. Holman in the near future to discuss certain matters which have been held on the Committee's calendar.

BOOKS AND ART COMMITTEE

Speaking on the proposed installation of the additional Piazzoni murals, Chairman McGregor asked how many Commissioners had seen the murals and where it was intended they should be installed? Commissioner Mohr stated that the murals had been paid for a number of years ago, that they were the property of the Library, that they were to be installed on the first floor on either side of the main stairway, but that money had never been made available for installation.

Mr. Clarvoe reported that he had been informed by Mr. Joseph Dyer, Secretary of the Art Commission, that the murals had been inspected some three years ago, and that at that time they appeared to be in satisfactory condition.

President Fanucchi suggested that if the Main Library is to be altered in the near future, consideration be given to not installing the murals at this time. Commissioner McGregor stated that he would confer with Mr. Dyer on the matter.

FINANCE, AUDIT AND BUDGET COMMITTEE

Commissioner Vavuris moved, Chairman Schwabacher seconded and the Commission by unanimous action voted to approve the Library Department expenditures for November and the estimated expenditures for December 1960, as follows:

OBJECT OF EXPENDITURE	Expended Nov. 1960	Est. Expend. Dec. 1960
Salaries and Wages	$109,819.56	$110,000.00
Contractual Services	580.20	1,500.00

Binding	4,899.21	4,900.00
Materials and Supplies	1,092.56	500.00
Books, Binding Materials, Catalog Cards	51,576.30	50,000.00
Membership Dues	106.00	200.00
Equipment	----	2,000.00
Maintenance and Repair, Automotive Equipment	60.00	200.00
Reproduction Service	3.78	50.00
Telephone and Telegraph	200.00	200.00
Scavenger Service	145.53	145.53
Window Cleaning Service	208.00	208.00
Gasoline and Lubricants	76.55	100.00
Drygoods	----	50.00
Compensation Insurance	40.00	50.00
Retirement	8,560.00	8,560.00
Social Security Tax	1,060.00	1,060.00
Health Service	549.00	549.00
Branch Rentals	1,225.00	1,225.00
Automobile Insurance	----	101.00
Fidelity Insurance	20.00	----
Services of Other Departments	1,346.00	1,346.00
Heat, Light and Power	2,864.74	2,900.00
TOTALS	$184,432.43	$185,844.53

It was moved by Commissioner Vavuris, seconded by Chairman Schwabacher and unanimously adopted that the books on economic and political subjects in the amount of $233.55 for the month of November, purchased from the Fuhrman Bequest Fund, as submitted by the Librarian, be approved.

Chairman Schwabacher reported that the information for the 1961-62 budget was being assembled, and suggested that a special meeting of the Commission be scheduled for late January to consider and pass upon the budget requests.

PUBLIC RELATIONS COMMITTEE

Chairman Gurich called the Commission's attention to Miss Farrell's monthly public relations activities report, copies of which had been furnished each Commissioner.

The program for the Public Library Executives of Central California Institute entitled "Library Legislation--Whose Responsibility?" was summarized by Chairman Gurich. He reported that President Fanucchi, Commissioner Mohr, Miss Farrell, Mr. Holman and Mr. Clarvoe had attended the Institute in San Jose on November 18th. President Fanucchi, who acted as a discussion leader, reported on the points raised during the group discussions and formal talks, and indicated that a joint meeting with other local Trustee organizations would be held early next year in order to develop a unified approach to the problem of securing passage of the California Public Library Services Bill.

BUILDING MAINTENANCE COMMITTEE

In the absence of Chairman Turner Mr. Clarvoe reported for the Committee. He stated that the rain, lack of manpower and the great amount of pointing work required on the front of the building had meant that the cleaning project had not yet been completed on the Main Library. He added that as soon as the scaffolding is taken down the additional estimates of planting cost will be sought and the

necessary supplemental budget request to perform that work will be initiated.

With regard to the use of the ground floor of 45 Hyde Street for the current newspaper files, Mr. Holman stated that he had reservations about dividing the periodical and newspaper services to an even greater degree than exists at present. He asked that further consideration of the use to which 45 Hyde Street should be placed wait at least until the January Commission meeting.

LIBRARY INSPECTION COMMITTEE

Chairman Lepetich inquired whether any capital improvement projects were being requested for the Main Library in the 1961-62 budget inasmuch as $20,000.00 is being asked for ar architectural survey. The Secretary replied that only routine maintenance and repair and relatively inexpensive replacement and reconstruction projects were being requested for the new fiscal year.

It was suggested by Chairman Lepetich that a decision be made and announced as to whether the Commission favored retaining the Main Library in its present location or not. Following discussion it was agreed that no definite decision could be made on this point until studies are completed relative to the cost of altering the present Main Library to make it more functional.

The Secretary was asked to provide a copy of the Grand Jury Library Committee report to each Commissioner.

WELFARE OF EMPLOYEES COMMITTEE

In the absence of Chairman Bransten the Secretary called the Commission's attention to resolution #150. It was moved by Commissioner Vavuris, seconded by Commissioner Mohr and unanimously adopted that the resolution be approved:

RESOLUTION #150

RESOLVED That the following non-civil service, temporary and recertification of temporary appointments which have been made by the City Librarian for the month of November 1960 be approved:

B222 GENERAL CLERK
Lasley, David

B512 GENERAL CLERK-TYPIST
Egan, Thomas

C52 ELEVATOR OPERATOR, Part-time
Ellis, John

X52 LIBRARY PAGE, Part-time
Rauls, Michael
Ryan, Joseph
Galli, Stephen
Gerstbacher, Emily
Labagh, Paul

TEMPORARY APPOINTMENTS AND RECERTIFICATIONS

X42 LIBRARIAN, Part-time

DeWeese, Roger
Gardiner, Robert
Milber, Rose
Forsell, Jo-Ann
Thorn, Suzie
Vick, Patricia
Kunzman, Jerome
Sellman, Roland
Gosland, Philip
Sebanc, Donald
Thompson, Francis
Cunningham, Donald
Negoesco, Stephen

AND FURTHER That the following resignations of non-civil service, part-time and temporary positions be accepted: (cont. next page)

B222 GENERAL CLERK
Egan, Thomas
Cotelli, Dominic

B512 GENERAL CLERK-TYPIST
Kerr, J. Ruskin

X52 LIBRARY PAGE, Part-time
Lane, John
Ellis, John

X42 LIBRARIAN, Part-time
McDonald, Barbara

President Fanucchi mentioned that the Commission had been asked to act as a sponsor for "Great Decisions, 1961". This would involve the purchase of ten orientation kits at $1.50 each. The Secretary was asked to send an outline of the Great Decisions program to each Commissioner.

COMMUNICATIONS

From John J. Goodwin, Treasurer, City and County of San Francisco, re: exchange of matured Certificates of Indebtedness for United States Treasury Notes maturing February 15, 1962. File.

From George F. Robinson, re: his opinion of poor lighting in the Main Library and his objection to keeping the Fulton Street door closed. Acknowledge and file.

From Max A. Dymond, Chairman, Research and Development Committee, San Francisco Chapter, National Machine Accountants Association, re: offer of the Association to donate $1,000.00 for the purchase of books on Data Processing. Acknowledge, stating that the Commission approves the gift in principle, but desires to make the proposed collection more freely available by incorporating it in the general Main Library collection. Representatives of the Association to be invited to meet with Mr. Holman and Mr. Clarvoe.

On motion duly made, seconded and unanimously approved the meeting was declared adjourned to Tuesday, January 10, 1960, at 3:30 p.m. at which time the election of Commission officers for the 1961 term will be held.

Respectfully submitted,

Frank A. Clarvoe, Jr., Secretary

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